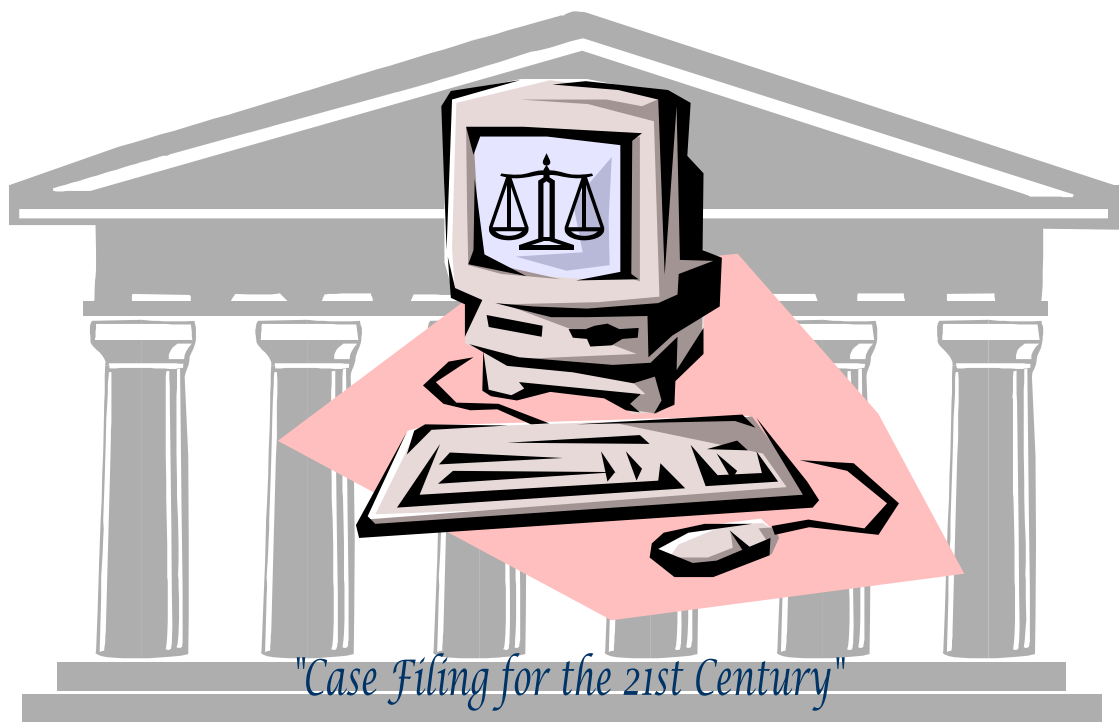




Electronic Case Filing System (ECF)

<https://ecf.dcd.uscourts.gov>



User's Manual

CM/ECF Version 6.0
Revised – April 2014

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ELECTRONIC CASE FILING SYSTEM

USER'S MANUAL

GETTING STARTED

Introduction

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat for creating and reading Portable Document Format (PDF) files.

Help Desk

Call the Clerk's Office Help Desk at **(202) 354-3190 (Civil)** and **(202) 354-3060 (Criminal)** between 9:00 A.M. and 4:00 P.M., Monday through Friday, for telephone assistance in using ECF. If you experience technical difficulties, call our Office of Information Technology at (202) 354-3210 and ask for telephone assistance with ECF technical problems such as computer requirements, web browser questions, scanner difficulties, authentication or timeout issues, etc.

Registered users with an ECF-compatible web browser can use the court's ECF website and system to perform the following functions:

- View or download the most recent version of the *ECF User's Manual* and the quick-reference *Checklist for Attorneys Using the ECF System* on the court's website (<http://www.dcd.uscourts.gov/dcd/ecf-information>).
- Self-train using the ECF Tutorial, which is also available on the court's website (<http://www.dcd.uscourts.gov/dcd/ecf2d/index.html>).
- Practice entering pleadings into ECF using a "training" system and database (<https://ecf-train.dcd.uscourts.gov/cgi-bin/login.pl>). The "training" ECF system is similar to the "live" ECF database.
- Electronically file documents in actual cases (<https://ecf.dcd.uscourts.gov/cgi-bin/ShowIndex.pl>).
- View docket sheets, reports and other documents associated with cases.

Requirements

Hardware and Software Requirements

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF.

- A personal computer.
- An internet connection.
- Internet Explorer (8.0 or higher), Mozilla Firefox (9.0 or higher), or Apple Safari (5.1 or higher).
- Adobe Acrobat Reader (to view PDF documents) and Adobe Acrobat Writer (to create PDF documents).

-
- A scanner to convert paper documents (i.e., exhibits, signed declarations, etc.) to PDF format.

Note: When scanning documents for ECF, scan at a resolution of **300 ppi**. National Archives and Records Administration has requested that courts increase the ppi of scanned documents to 300 or greater for long-term archival purposes. Users are requested to adjust scanners accordingly.

PACER Registration

ECF users must have a PACER account in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account via phone ((800) 676-6856 or (210) 301-6440) or online (<http://pacer.psc.uscourts.gov>).

Note: Computer terminals are available for public use in the Clerk's Office (Room 1725) and may be used to file documents in ECF or view documents and docket sheets through PACER.

Registering for Access to ECF

Attorneys who require access to the ECF system **must** obtain a registration form from the court's ECF website (<http://www.dcd.uscourts.gov/dcd/ecf-information>). The form includes instructions for completing and returning the ECF registration form to the Clerk's Office. After processing the properly completed registration form, the Clerk's Office will open a user account and contact you with your ECF login and password. A copy of the registration form is included as an attachment to the ECF User's Manual.

Note: The Clerk's Office will only issue an ECF login and password to attorneys who are members of this court's bar and attorneys who have been admitted *pro hac vice* or *pro bono* by the court. Pro se filers must petition the court for permission to file in ECF.

Registrants may call one of the following telephone numbers to discuss their computer system requirements, and to learn of the court's training assistance.

Operational Filing Assistance

Civil ECF Helpline: (202) 354-3190

Criminal ECF Helpline: (202) 354-3060

Technical Assistance

Office of Information Technology Help Desk: (202) 354-3210

Registered users are urged to practice in a training version of ECF at <https://ecf-train.dcd.uscourts.gov/cgi-bin/ShowIndex.pl> before filing documents in the live ECF database.

Note: The Clerk's Office will issue a separate login and password for the training ECF system when requested by registered users.

Clearing Temporary Internet Files/History

A user's browser cache might be considered a double-edged sword. By storing internet pages the user may have visited in the cache, the browser only has to load information on the page that has changed since their last visit. On the positive side, the cache can speed up searches and page reloading, especially when pressing the **[Back]** button. On the negative side, as the cache files increase and the user revisits the same pages, it may take longer to search the cache for a page and display it. In addition, by not clearing a cache regularly, a user can obtain false information.

To eliminate the browser cache as a potential problem and to speed up internet searches, users should clear their browser's cookies and cache on a regular basis.

Follow the steps below to clear **Internet Explorer Cache** before accessing ECF:

- Open Internet Explorer and select **[Tools]** from the top menu bar.
- Click **[Internet Options]**.
- Open the **[General Tab]**, if it does not appear after clicking on the Internet Options.
- In the Temporary Files section, click **[Delete Cookies]** and **[Temporary Files]**.
- Click **[OK]**.

Follow the steps below to clear **Mozilla Firefox Cache** before accessing ECF:

- Open Mozilla Firefox and select **[Tools]** from the top menu bar.
- Click **[Clear Private Data]**.
- Make sure there is a checkmark in the box next to Cache.
- Click **[Clear Private Data Now]**.

Scope of Electronic Case Filing

All documents in civil, criminal, magistrate and miscellaneous cases are to be filed by the use of the court's ECF system. Except as expressly provided herein, by order of court, or in exceptional circumstances (e.g., technical difficulties), attorneys must file all case documents electronically. In addition, all civil cases initiated by a Complaint or Notice of Removal must be opened and filed in ECF by the attorney.

PREPARATION

Setting Up Adobe Acrobat or Acrobat Reader

Users must install Adobe Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the court. Users may also need to install the full version of Adobe Acrobat software to convert electronic files from their native application format (e.g. Word or Word Perfect) to PDF. All new documents prepared for ECF cases must be converted to PDF before entering them into ECF or transmitting them to the court. After installing these products, review and follow Adobe's directions for using Acrobat or Acrobat Reader.

Portable Document Format (PDF)

Only documents in PDF format may be filed with the court using its ECF system. Before sending the file to the court, users should preview the actual PDF document to ensure it is complete and in the proper format.

Viewing a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down menu.
- Locate and click on the file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.

Converting Electronic Documents to PDF Format

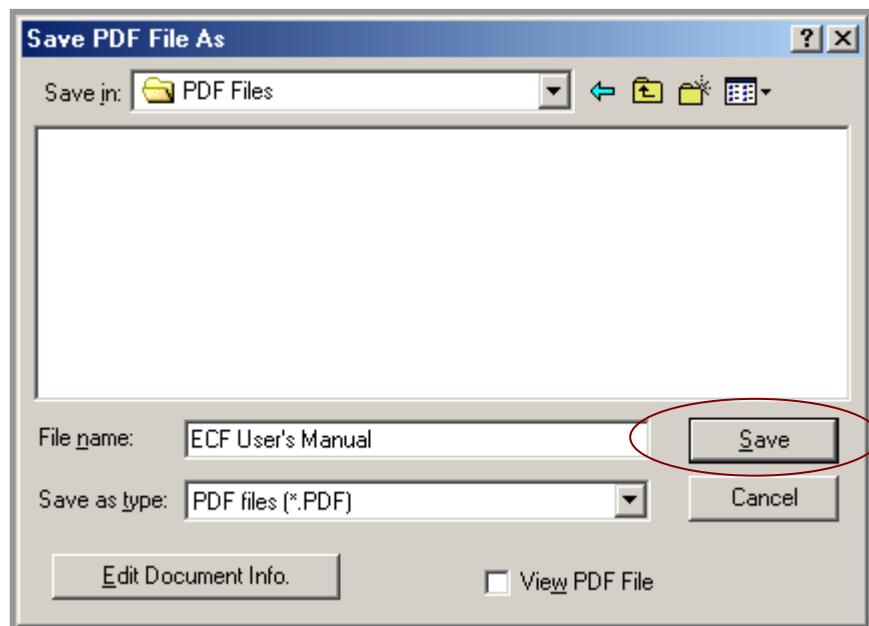
Users must convert all documents from their native application to PDF format before submitting them to the Court through its ECF system. The conversion process requires Adobe Acrobat or a word-processing application (e.g., Microsoft Word) with a built-in PDF conversion capabilities.

From Microsoft Word and other Microsoft Office products:

- Open the document in Microsoft Word or other Microsoft program.
- From the File menu, select **[Save as Adobe PDF]**.
- Save the document as a PDF file, giving it a .pdf extension.
- The file is now in Adobe PDF format under the newly designated name. The original document remains in its native format with its original file name.

For Word Perfect and other Adobe Acrobat-supported software applications:

- Install Adobe Acrobat on your computer.
- Open the document you wish to convert.
- Select [**Print**] from the menu bar. Within the *Current Printer* field of the *Printer* window, select the option to change the selected printer. A drop-down menu opens and a list of printer choices is displayed.
- Select [**Adobe PDF**].
- Click [**OK**] to “print” the file. Instead of the file printing to your printer, the following window opens.



- Name the document, verify the “saved file type” is .pdf, and click the [**Save**] button.
- The document is now saved as a PDF file.
- Note: This process of printing to a PDF is especially important when dealing with fillable forms already in PDF format. Simply saving the original PDF document will keep the text fields on the form fillable and editable, whereas printing the form to a new PDF fixes the text fields so that they can no longer be edited.

BASICS

Conventions Used in this Manual:

- User data entry is shown enclosed in <angle brackets>.
- Hyperlinks are displayed in **underlined boldface type**.
- Command buttons appear in **[bracketed boldface type]**.

Incorrectly Filed Documents

A document incorrectly filed in a case may result from: a) posting the wrong PDF file to a docket entry; b) selecting the wrong docket event; or c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, call the Clerk's Office Help Desk at **(202) 354-3190 (Civil) or (202) 354-3060 (Criminal)**, and ask for assistance. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. You will be advised if you need to refile the document. The ECF system does not permit you to make changes to the misfiled document(s) or to correct erroneous docket entries after the transaction has been accepted.

ECF Mass Mailing Notification

The Clerk's Office has set up a mass mailing email notification service for all registered ECF users. Users will receive an email message whenever the court needs to notify all ECF registrants of pertinent information, such as system outages, new procedures, and ECF newsletters.

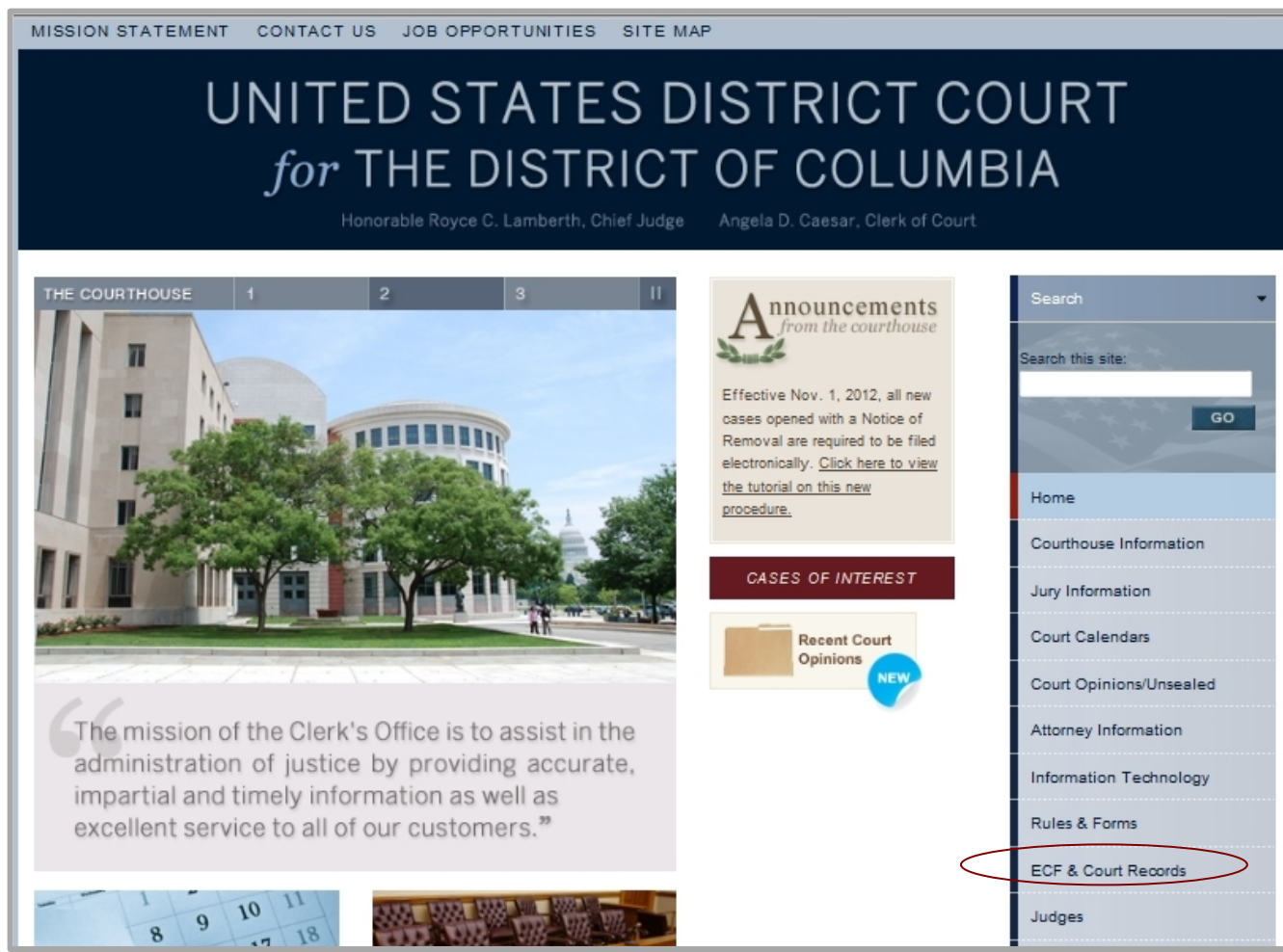
ECF Privacy Notice

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the internet via PACER. If sensitive information must be included, certain personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically. **The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk's Office will not review each pleading for compliance with this rule.** All ECF registrants should read the notices regarding privacy and public access to electronic case files which are available on the court's website (<http://www.dcd.uscourts.gov/dcd/ecf-information>), or as attachments to this manual.

ENTERING THE ECF SYSTEM

This section of the User's Manual provides instructions for entering the ECF system. You may enter the system by going to the web page for the U. S. District Court for the District of Columbia at <http://www.dcd.uscourts.gov>, and selecting the **ECF & Court Records** menu option on the right-hand side (Figure 1).

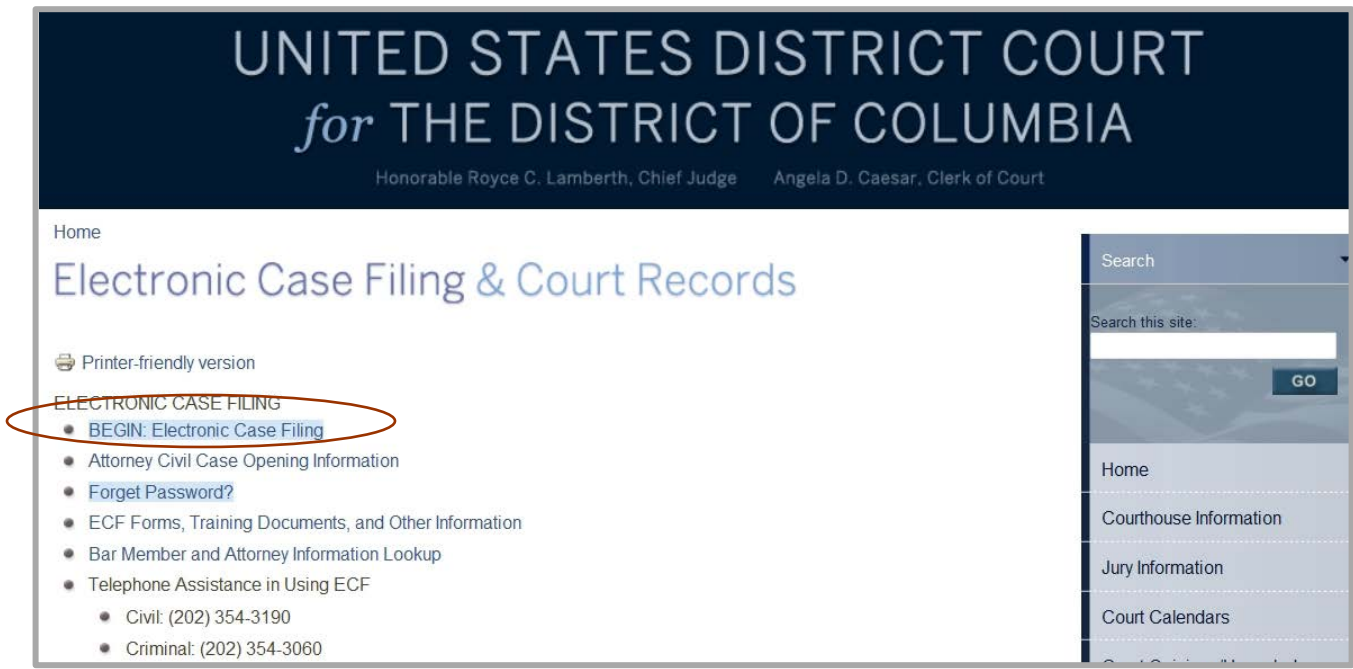
Figure 1



On the following screen (Figure 2, page 8), select **BEGIN: Electronic Case Filing** to enter the live ECF system.

Note: The screen shown in Figure 2 also contains hyperlinks to the **ECF Forms, Training Documents, and Other Information** page. This page provides access to the **ECF Tutorial**, **ECF User's Manual**, **ECF Training System**, and other pertinent ECF information.

Figure 2



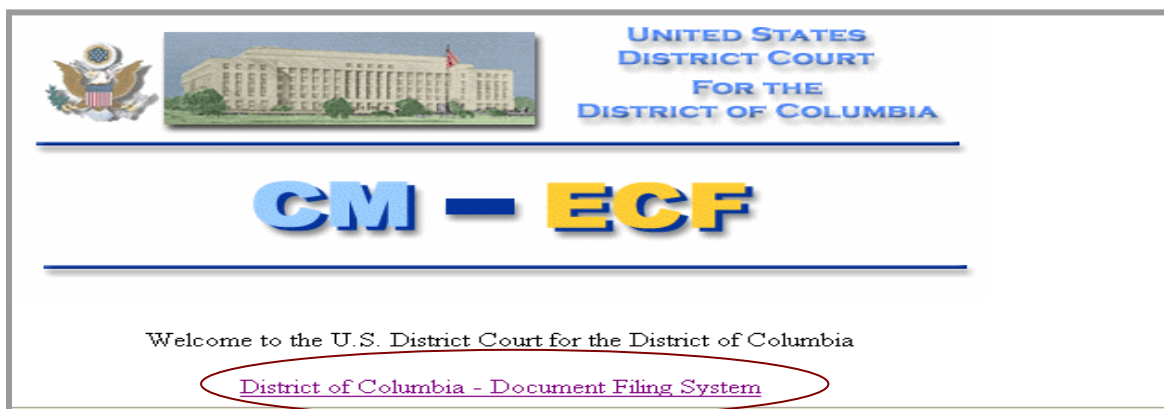
The ECF **Welcome** screen appears as shown in Figure 3.

Alternatively, registered users may locate the ECF system directly by entering the following URL into their ECF-compatible web browser:

<https://ecf.dcd.uscourts.gov>

This URL connects you directly to the District Court's ECF welcome screen shown in Figure 3. Select **District of Columbia –Document Filing System** to open the login screen and log in to ECF.

Figure 3



Logging In

Figure 4 shows the login screen.

Figure 4

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact Social Security or taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 42.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.

Enter your ECF login name and password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are case sensitive (be sure to remove CAPS and NUM locks). The field for client code is not a required field but can be used for billing purposes in law firms. If you want PACER to break out your charges by client, enter your own internal client codes in this field. Also, the login screen now features a redaction policy reminder/check box. The attorney/filer must check this box before submitting a PACER login and password information to indicate he/she is familiar with the redaction policy. After you enter the correct login and password information, click **[Login]**.

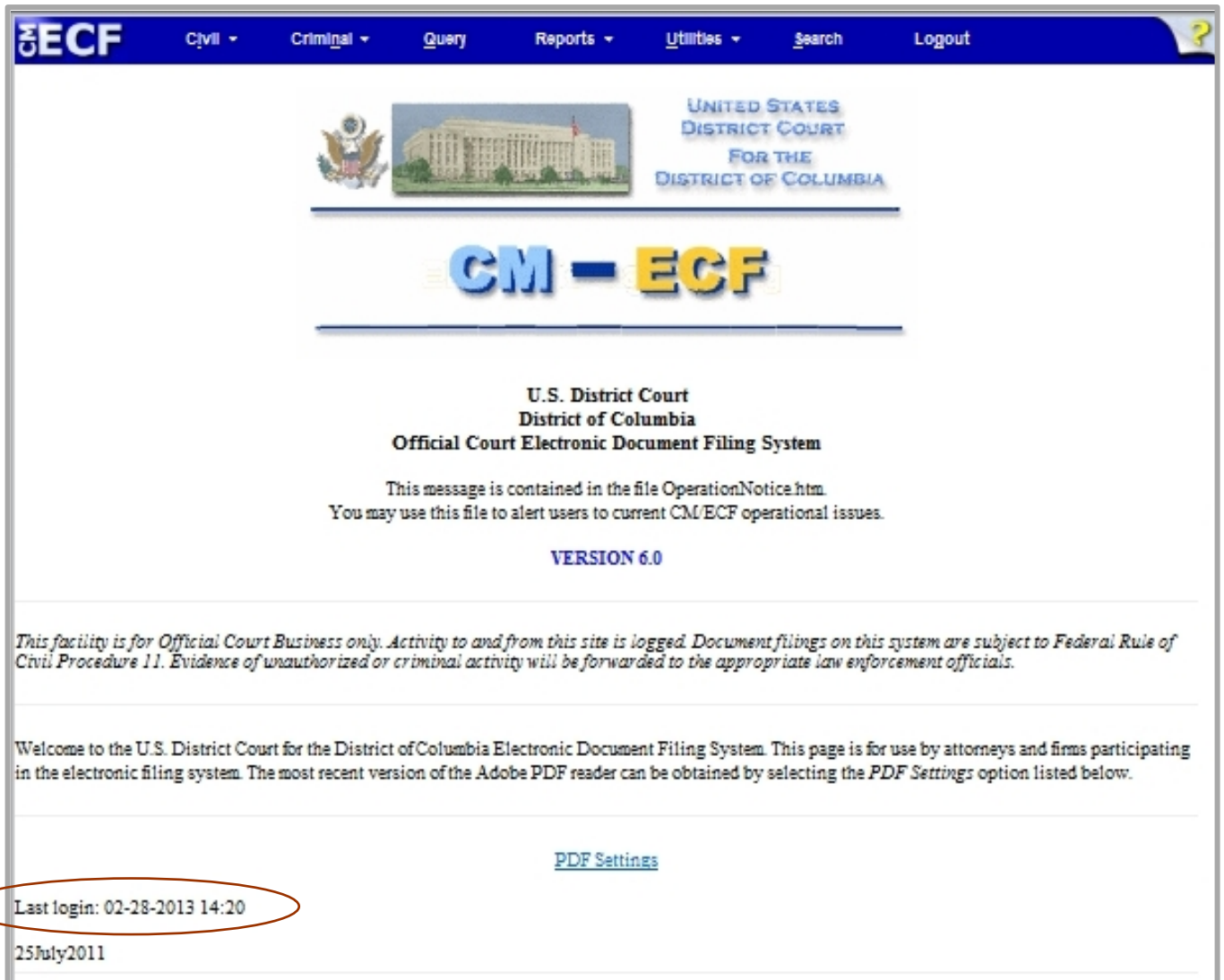
Note: Use your **ECF** login and password if you are entering the system to **file** a pleading or to maintain your account. If you only wish to enter ECF to **query** the database for case information or to view a document, enter your **PACER** login and password. **PACER** charges a fee of \$.10 per page to view documents in ECF. There is a \$3.00 cap (30 pages) on each document viewed. This cap applies to all case documents, including docket sheets and case-specific reports, with the exception of transcripts of federal court proceedings. If you accrue a total of less than \$15.00 worth of charges in any given quarter, fees are waived for that quarter. Viewed documents open as PDF files and can be printed and/or saved to your computer.

- If the ECF system does not recognize your login and password, it will display the following error message:

Login failed either your login name or key is incorrect.

- Click on the browser **[Back]** button and re-enter your correct login and password.
- After ECF accepts your login and password, your monitor will display the main ECF screen with a **blue** menu bar at the top (Figure 5).

Figure 5



Note: The date and time you last logged into the system appears at the bottom left corner of this screen. You should review this information each time you login. If you believe the date and time of your last login are not correct, or you suspect an unauthorized party is using your login and password, telephone the court's Help Desk with this information as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the **blue** menu bar at the top of the opening screen.

| | |
|--------------------------|---|
| <u>Civil:</u> | Select [Civil] to electronically file all civil or miscellaneous case pleadings, motions, and other court documents. |
| <u>Criminal:</u> | Select [Criminal] to electronically file all criminal or magistrate case pleadings, motions, and other court documents. |
| <u>Query:</u> | Select [Query] to search ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must login to PACER before you can query ECF. |
| <u>Reports:</u> | Select [Reports] to retrieve calendar events, cases-filed reports, and docket sheets. You must login to PACER before you can view an ECF report. |
| <u>Utilities:</u> | Select [Utilities] to view your personal ECF transaction log and maintain personal ECF account information. |
| <u>Search:</u> | Select [Search] to enter a key word or phrase to aid in locating a proper docket entry or report. |
| <u>Logout:</u> | Select [Logout] to exit the ECF system. |

Entering a Case Number

To enter a civil, miscellaneous, criminal or magistrate case number, follow the guide below:

| | |
|-----------------------------------|--|
| Civil case number: | 1:10-cv-00210 may be entered as 10cv210 |
| Miscellaneous case number: | 1:10-mc-00210 may be entered as 10mc210 |
| Criminal case number: | 1:10-cr-00210 may be entered as 10cr210 |
| Magistrate case number: | 1:10-mj-00210 may be entered as 10mj210 |

OR

Simply enter the case number as **10-210** and select a case by checking the appropriate box:

Case number

Select a case:

☐ 1:10-cr-00210-RWR USA v. GARCIA

☐ 1:10-cv-00210-PLF LAIL et al v. UNITED STATES GOVERNMENT et al (closed 03/24/2011)

☐ 1:10-mc-00210-RWR GARMIN INTERNATIONAL, INC. et al v. PIONEER CORPORATION (closed 05/20/2010)

CIVIL EVENTS FEATURE

Registered users will use the **Civil** events feature of ECF to electronically file a variety of pleadings, motions, and other documents for *civil* cases. The instructions on civil filing procedures can also be applied similarly to criminal filings. (See the list of ECF events at the back of this manual for criminal and civil).

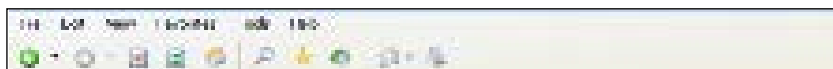
General Rules and Manipulations



Manipulating the Screens

Each event screen has two buttons associated with data entry:

- Use the [Clear] button to remove **all** characters entered in its associated field or box.
- Use the [Next] or [SUBMIT] button to accept entered data and display the next data-entry screen.

Correcting a mistake



Use the  button on the Firefox toolbar to retrieve the previous screen to correct data entry errors (**Note:** The  button will not work in Internet Explorer; the user will be kicked out of the docket entry and will have to start over). Only the Clerk's Office can make changes or corrections to documents that have already been transmitted to the court.

Signatures

Most ECF documents should contain an electronic signature (e.g., /s/ John Smith). However, any documents bearing original (ink) signatures or notary seals (e.g., affidavits, stipulations, etc.) should also be scanned and filed electronically. Such original documents should be retained in the filer's possession should their validity ever come into question.

Filing a Civil Complaint

New civil cases opened with a complaint or notice of removal shall be filed electronically by all registered ECF users. Payment of the \$400.00 filing fee can be made with a credit/debit card or check during the filing of the case.

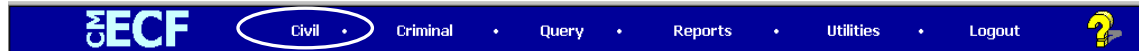
Detailed instructions on how to properly open a new civil case are available on the court's website (<http://www.dcd.uscourts.gov/dcd/AttyCivilCaseOpeningInfo>) and should be reviewed prior to filing a new case.

Filing Documents in ECF

There are eight basic steps for filing a civil or criminal pleading in ECF.

- 1) Select the type of event being filed (i.e., specific motion, notice, opposition, etc.).
- 2) Locate the case in which the pleading is being filed.
- 3) Designate the parties for whom the pleading is being filed.
- 4) Specify and attach the PDF document being filed.
- 5) Add exhibits or other attachments, if any, to the document being filed.
- 6) Refine docket text as necessary.
- 7) Submit the pleading to ECF.
- 8) Receive Notice of Electronic Filing confirming the completed and successful docket entry.

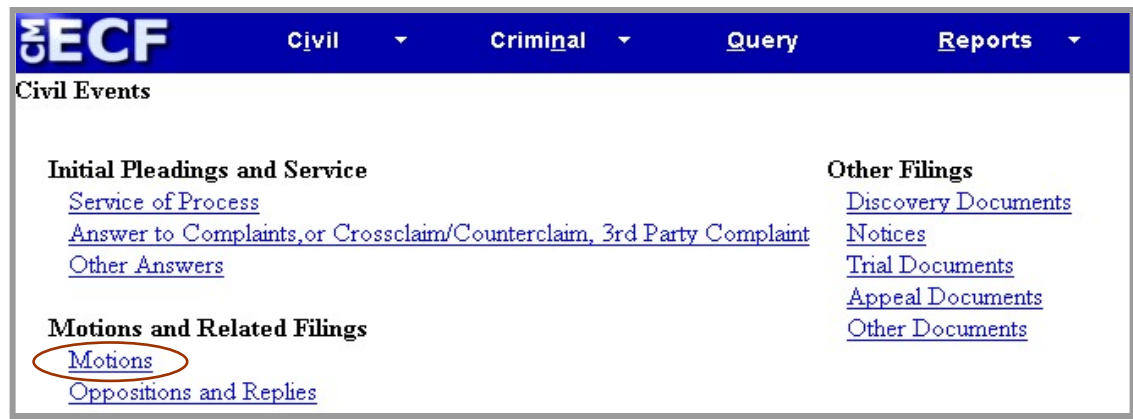
After successfully logging into ECF, follow these steps to file a pleading:



1. Select the Type of Event

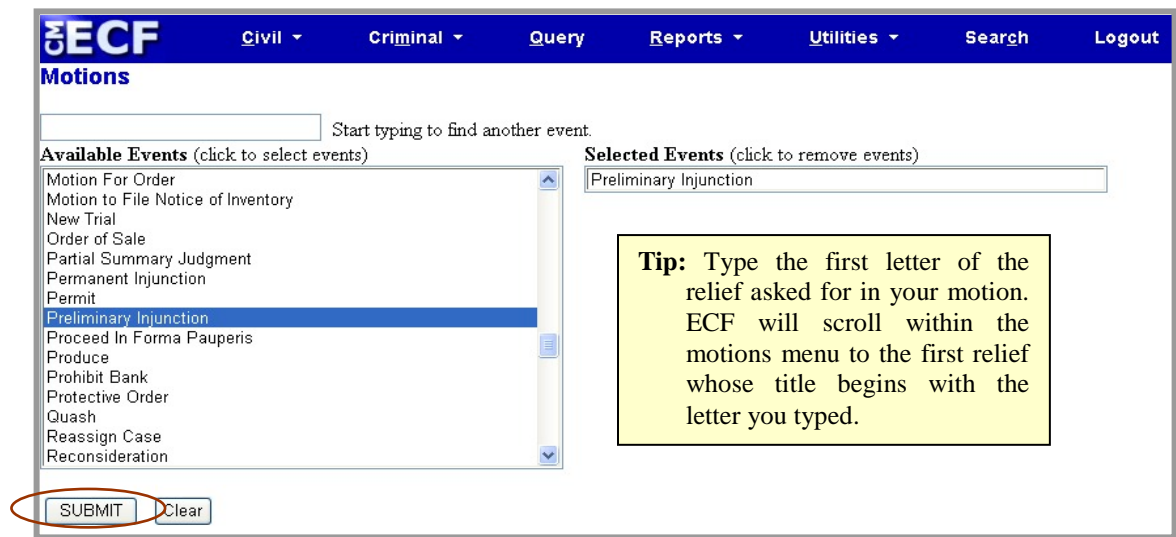
- Select **[Civil]** from the **blue** menu bar at the top of the ECF screen. The **Civil Events** window opens displaying all of the events from which you may choose for your filing (Figure 6). (**Note:** This section of the User's Manual describes the process for filing a **Civil Motion** in ECF. The process is similar for filing criminal motions and other pleadings in ECF).
- Click on **Motions** under **Motions and Related Filings**.

Figure 6



The **Motions** screen appears and displays a motion relief menu (Figure 7). Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight **Preliminary Injunction** and click **[SUBMIT]**.

Figure 7

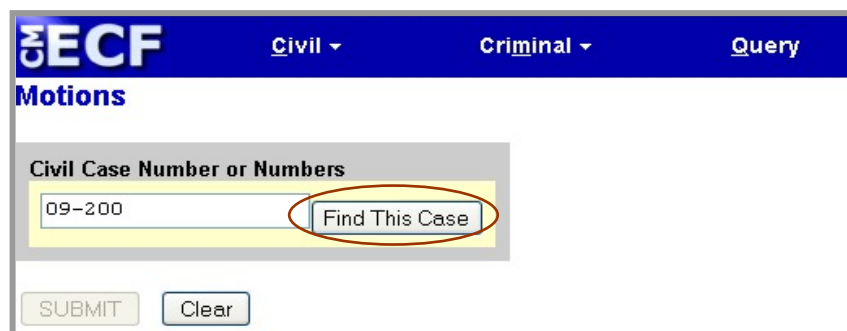


Note: To select more than one relief for a motion, simply click on each desired relief and it will be added to the **Selected Events** box. Ensure all reliefs have been selected and click **[SUBMIT]**.

2. Locate the Case

A new **Motions** screen (Figure 8) opens with a *Civil Case Number* field. Enter the number of the case for which you are filing a motion and click **[Find This Case]**.

Figure 8

The screenshot shows the ECF Motions screen. At the top, there are tabs for Civil, Criminal, and Query. Below the tabs, the title "Motions" is displayed. A section titled "Civil Case Number or Numbers" contains a text input field with the value "09-200" and a button labeled "Find This Case". The "Find This Case" button is circled in red. Below this section, there are two buttons: "SUBMIT" and "Clear".

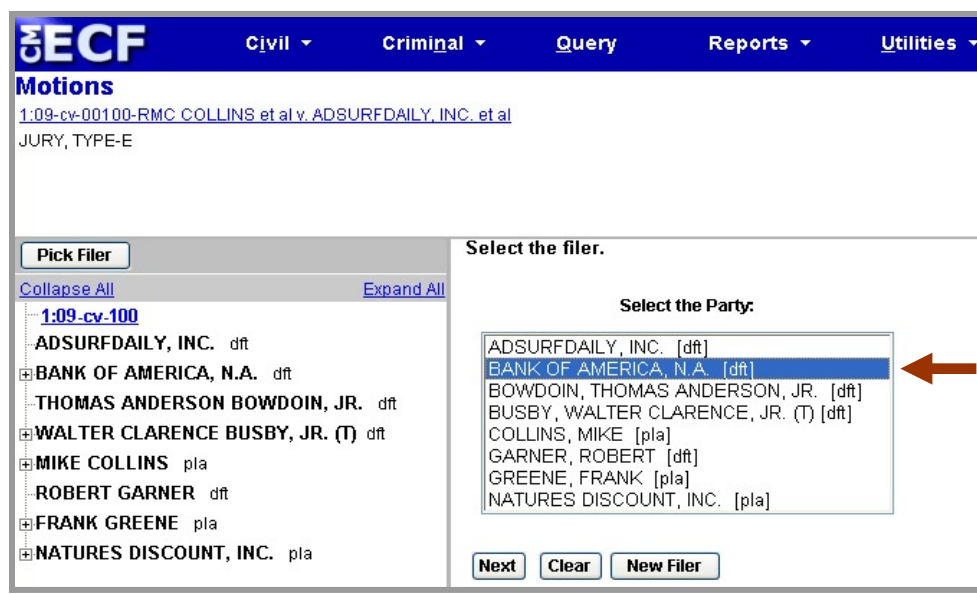
Note: In most instances, ECF defaults to the last case from which you worked. *Ensure the proper case number is entered to avoid filing your document in the wrong case.*

- If a list of different cases that share the same case number (i.e., there is a 09-200 in civil and miscellaneous) comes up, select the appropriate case and click the **[SUBMIT]** button.

3. Designate the Parties Filing the Pleading

ECF displays the next **Motions** screen with a list of parties in the case (Figure 9).

Figure 9

The screenshot shows the ECF Motions screen. At the top, there are tabs for Civil, Criminal, Query, Reports, and Utilities. Below the tabs, the title "Motions" is displayed. A section titled "1:09-cv-00100-RMC COLLINS et al v. ADSURFDAILY, INC. et al" is shown, followed by "JURY, TYPE-E". Below this, there is a "Pick Filer" button and a list of parties. The list is titled "1:09-cv-100" and includes: ADSURFDAILY, INC. dft, BANK OF AMERICA, N.A. dft, THOMAS ANDERSON BOWDOIN, JR. dft, WALTER CLARENCE BUSBY, JR. (T) dft, MIKE COLLINS pla, ROBERT GARNER dft, FRANK GREENE pla, and NATURES DISCOUNT, INC. pla. To the right of the list, there is a "Select the filer." section with a "Select the Party:" dropdown menu. The dropdown menu is open, showing a list of parties: ADSURFDAILY, INC. [dft], BANK OF AMERICA, N.A. [dft], BOWDOIN, THOMAS ANDERSON, JR. [dft], BUSBY, WALTER CLARENCE, JR. (T) [dft], COLLINS, MIKE [pla], GARNER, ROBERT [dft], GREENE, FRANK [pla], and NATURES DISCOUNT, INC. [pla]. An orange arrow points to the "BANK OF AMERICA, N.A. [dft]" option. Below the dropdown menu, there are three buttons: "Next", "Clear", and "New Filer".

On the right side of the **Motions** screen, highlight the name of the party or parties for whom you are filing the motion. If you represent more than one defendant or plaintiff, you should select all parties represented in the filing by holding down the **Ctrl** key and clicking on each party name until all appropriate names are highlighted.

Note: If the list shown in Figure 9 does not display the party you represent, contact the Clerk's Office. Only Clerk's Office personnel can add new parties to a case. If you click on the **[New Filer]** button in Figure 9 (page 14), ECF returns an error message advising you of this restriction. Click **[OK]** to exit the error message, then click **[Pick Filer]** to return to the party selection screen.

After highlighting the parties filing the motion, click **[Next]**.

4. Specify and Attach the PDF Document

ECF accepts the party or parties you selected and displays the new **Motions** screen shown in Figure 10A, which allows you to locate the PDF file of the main document you are filing and attach it to the ECF system.

Note: All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

Figure 10A

ECF Civil Criminal Query Reports Utilities

Motions
[1:09-cv-04545 FUDD v. BUNNY](#)

Select the pdf document and any attachments.

Main Document

Browse...

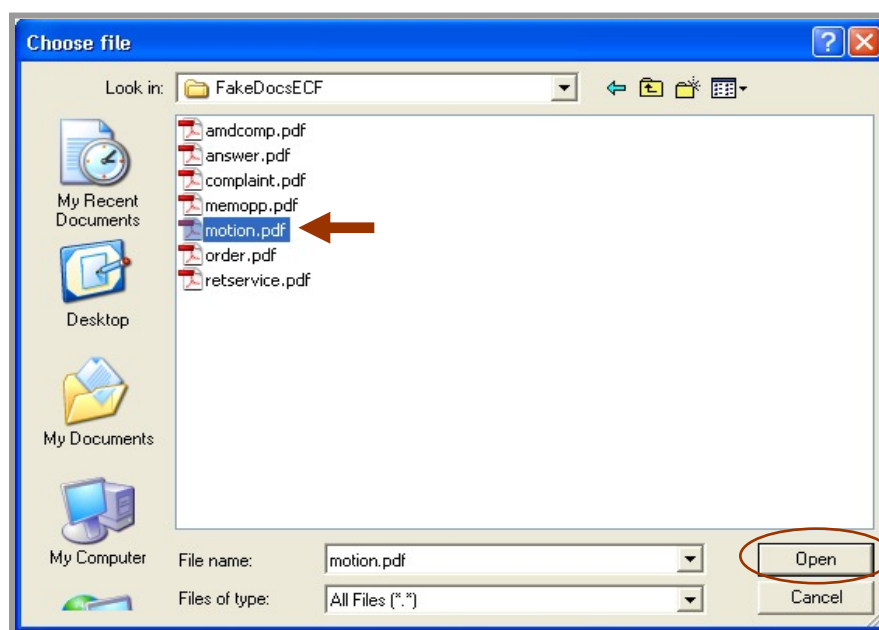
| Attachments | Category | Description |
|--|----------------------|----------------------|
| 1. <input type="text"/> Browse... | <input type="text"/> | <input type="text"/> |

- Click the first **[Browse]** button to upload your main document (i.e., Motion for Preliminary Injunction). ECF opens the **Choose File** screen shown in Figure 10B (page 16).
- Navigate to the appropriate directory and file name on your computer and select/highlight the PDF document you wish to upload to ECF.

Note: In order to verify that you have selected the correct document, right-click your mouse on the highlighted file name to open a **quick menu** and left-click your mouse on **[Open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document, before attaching it to your entry.

Note: Ensure that the highlighted file name appears in the **File name** field as shown in Figure 10B. The court suggests you choose a name for the document file that indicates the case number and title of the pleading.

Figure 10B



- Click on the **[Open]** button or double-click the file name on the screen shown in Figure 10B. ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Motions** screen shown in Figure 10C.

Figure 10C

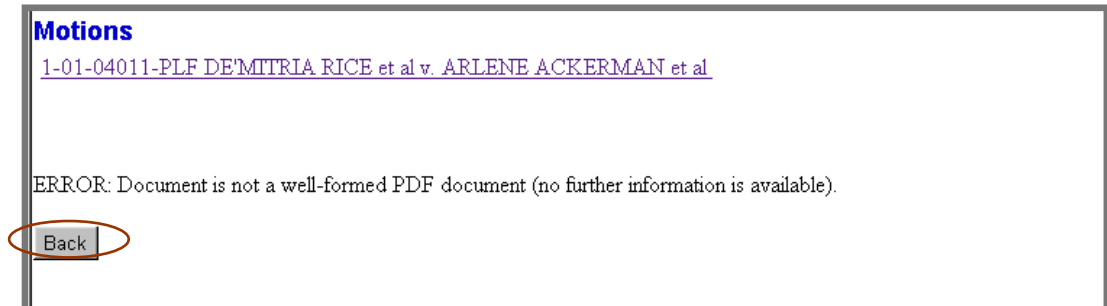
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the 'ECF' logo and navigation tabs: 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the header, the 'Motions' section is active, displaying the case name '1:09-cv-04545 FUDD v. BUNNY'. A prompt reads 'Select the pdf document and any attachments.' Underneath, the 'Main Document' field is populated with the path 'N:\FakeDocsECF\motion.pdf', and a red arrow points to this field. A 'Browse...' button is next to the field. Below the main document section is a table for 'Attachments'. The table has three columns: 'Attachments', 'Category', and 'Description'. The first row of the table has '1.' in the 'Attachments' column, a 'Browse...' button in the 'Attachments' column, a dropdown menu in the 'Category' column, and an empty text box in the 'Description' column. At the bottom of the form are two buttons: 'SUBMIT' and 'Clear'.

If a PDF being uploaded to the ECF system exceeds the size limit of 10MB, an error message will appear and will include the file size of the current PDF for your reference. Please stop and break up your large documents into smaller file sizes so that they can be easily handled by the system.

Failure to Select A PDF Document

- In the event you selected a file for your pleading that is not in PDF format, ECF will display the error message in Figure 11.

Figure 11



- Click the **[Back]** button and ECF will return to the **Motions** screen shown in Figure 10A. Select and highlight the PDF file of your pleading and proceed as before.

Note: The motion, memorandum in support of the motion, statement of facts, and other documents directly pertinent to the motion should reside in a single PDF file. Proposed orders, affidavits, and other exhibits should reside in separate PDF files to be included as attachments to the motion. Step 5 describes the method for adding the attachments to your filing.

Failure to Select A Document to File

If you fail to select a document to attach to your docket entry, ECF will display the error message shown in Figure 12.

Figure 12



- Click **[OK]**. The user must enter a PDF document or the filing process comes to a halt.

5. Add Exhibits or Other Attachments (if any)

If there are no attachments to the motion, click **[SUBMIT]** on the **Motions** screen shown in Figure 10C (page 16) and a new **Motions** window opens as shown in Figure 14A (page 19). Go to Step 6 (page 19), **“Refine Docket Text,”** to proceed with your filing.

If you have attachments to your motion, select the next **[Browse]** button under **Attachments** on the screen shown in Figure 13, locate the PDF document of your first attachment on your computer, and select it to be uploaded to ECF as you did with the main document.

Figure 13

ECF Civil Criminal Query Reports Utilities Search

Motions
1:09-cv-04545 FUDD v. BUNNY

Select the pdf document and any attachments.

Main Document
N:\FakeDocsECF\motion.pdf

| Attachments | Category | Description |
|---|------------------------|---|
| 1. N:\FakeDocsECF\order.pdf <input style="border: 2px solid red;" type="button" value="Browse..."/> | Text of Proposed Order | re Preliminary Injunction <input type="button" value="Remove"/> |
| 2. <input type="text"/> <input type="button" value="Browse..."/> | | |

- In the field below **Category**, select the type of attachment from the drop-down menu; **and/or**
- Describe the attachment more fully by clicking in the **Description** box and typing a clear and concise description of the attachment. (**Note:** A Category or Description **must** be added before proceeding, or ECF will generate an error message).
- Repeat the sequence for each additional attachment. (**Note:** As soon as you add one attachment, another **Attachments** field will appear).
- After adding all of the desired PDF documents as attachments, click **[Submit]**.

ECF opens a new **Motions** window as shown in Figure 14A (page 19).

Filing Attachments and Exhibits that Originate from Paper Documents

The Court encourages you to file **all documents, regardless of size**, in electronic format. If an original attachment or exhibit is in paper format, scan and convert it to a PDF file before attaching it to the entry as described in Step 5. However, if it becomes necessary to submit documents to the Clerk's Office in paper format, please include a PDF version of the document(s) on a gold CD (for long-term archival purposes).

To submit the document in paper format, prepare a one-page PDF document titled **Notice Regarding Bulky Exhibit Attachment** (See sample format at the end of this manual). Attach the PDF Notice to the docket entry as described in Step 5. Then submit the paper Notice and the original attachment to the Clerk's Office **on the day of the electronic filing**. Be sure to include a copy for the judge and serve copies on all parties in the case.

Note: Sealed documents in completely sealed cases cannot be filed electronically. If you wish to electronically file a pleading that contains one or more sealed exhibits or attachments, prepare a one-page *Notice of Filing of Sealed Material* that informs the court that the documents are sealed (See sample format at the end of this manual). Convert the notice to PDF and attach it to your entry as described in Step 5. Bring the original sealed document, a judge's copy, and the PDF documents on CD to the Clerk's Office to file it under seal.

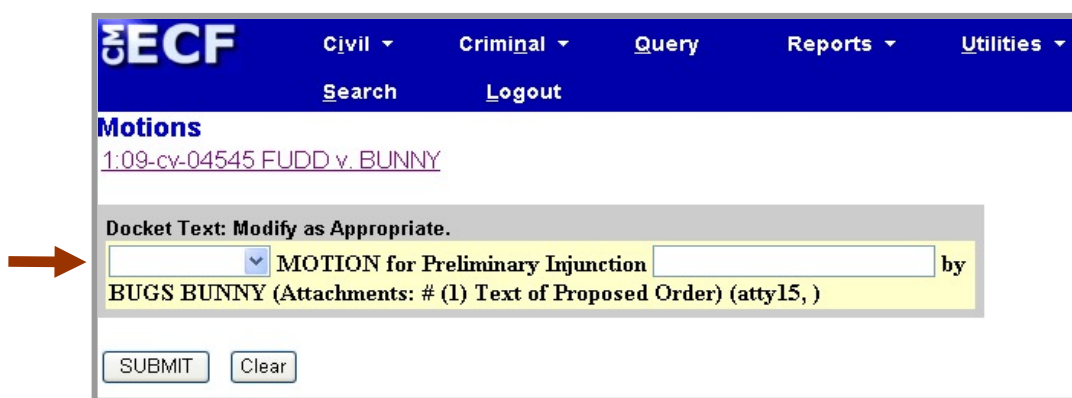
As of May 2013, attorneys are permitted to file sealed documents in **otherwise unsealed cases**. Please refer to our website (<http://www.dcd.uscourts.gov/dcd/ECFCR>) for more detailed information.

6. Refine Docket Text

On the screen shown in Figures 14A and 14B, enter any additional text that you wish to appear on the docket sheet.

- Select a modifier (if applicable) from the drop-down list shown in Figure 14A to describe your motion, or you may leave the field blank.

Figure 14A



ECF Civil Criminal Query Reports Utilities
Search Logout

Motions
1:09-cv-04545 FUDD v. BUNNY

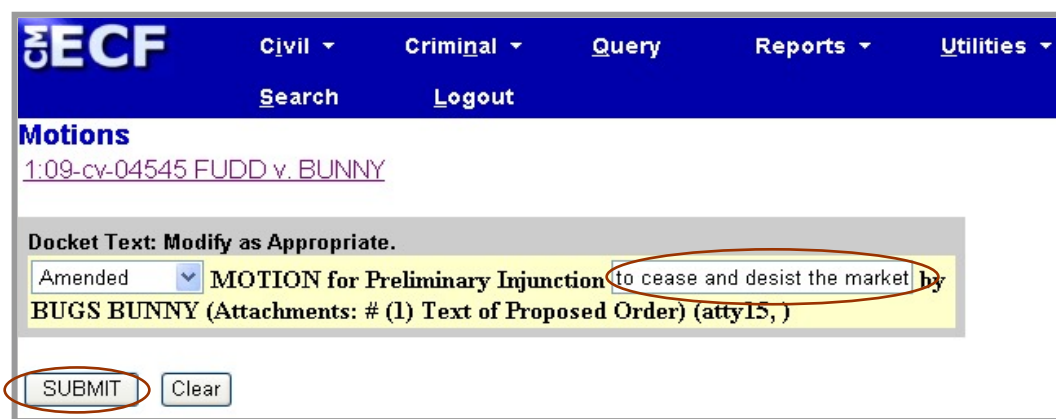
Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction by
BUGS BUNNY (Attachments: # (1) Text of Proposed Order) (atty15,)

SUBMIT Clear

- Enter additional description of the document (if applicable) in the text field provided (Figure 14B). (**Note:** Do not use language redundant of what is automatically included in the docket text). This text field may also be left blank.

Figure 14B



ECF Civil Criminal Query Reports Utilities
Search Logout

Motions
1:09-cv-04545 FUDD v. BUNNY

Docket Text: Modify as Appropriate.

Amended MOTION for Preliminary Injunction to cease and desist the market by
BUGS BUNNY (Attachments: # (1) Text of Proposed Order) (atty15,)

SUBMIT Clear

7. Submit Pleading

- After entering additional docket text, click [SUBMIT] (Figure 14B, page 19). A new **Motions** window appears (Figure 15) with the complete text as it will appear in the docket entry.

Figure 15

Motions
1:09-cv-04545 FUDD v. BUNNY

Docket Text: Final Text

Amended MOTION for Preliminary Injunction to cease and desist the marketing and selling of widgets by BUGS BUNNY (Attachments: # (1) Text of Proposed Order re Preliminary Injunction)(atty15,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
N:\FakeDocs\ECF\motion.pdf pages: 1
N:\FakeDocs\ECF\order.pdf pages: 1

SUBMIT Clear

- Review the docket text and correct any errors. If you need to modify data on the previous screen and are working in Mozilla Firefox, click the [Back] button on the toolbar to find the screen you wish to alter. If you have made an error and are working in Internet Explorer, you can start the docket entry over.
- Click on the [SUBMIT] button in Figure 15 to file and docket the pleading.

Note: The screen shown in Figure 15 contains the following warning.

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to the previous screen by:

- clicking any hyperlink on the **blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking the [Back] button in Mozilla Firefox until *you return to the previous screen.*

8. Receive Notice of Electronic Filing

ECF opens a new window displaying the **Notice of Electronic Filing (NEF)** receipt.

- The screen shown in Figure 16 provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number for your records.

Figure 16

Motions
[1:09-cv-04545 FUDD v. BUNNY](#)

U.S. District Court
District of Columbia

Notice of Electronic Filing

The following transaction was entered by atty15, on 10/9/2009 at 2:41 PM and filed on 10/9/2009

Case Name: FUDD v. BUNNY
Case Number: [1:09-cv-04545](#)
Filer: BUGS BUNNY
Document Number: 1

Docket Text:
Amended MOTION for Preliminary Injunction to cease and desist the marketing and selling of widgets by BUGS BUNNY (Attachments: # (1) Text of Proposed Order re Preliminary Injunction) (atty15,)

1:09-cv-04545 Notice has been electronically mailed to:
Burgess_peggy_Obrien_dcd.uscourts.gov@example.com

1:09-cv-04545 Notice will be delivered by other means to::
atty15

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:suppressed
Electronic document Stamp:
[STAMP dcecfStamp_ID=973800458 [Date=10/9/2009] [FileNumber=2298535-0]
[7c7b9c9487e2579a35180b0036cc070a40d57879788784c7e118051a0c77deba2b49
38547a8c15dd080444fb2bd3219826be347244d770127c277059dbb4f194]]
Document description:Text of Proposed Order re Preliminary Injunction
Original filename:suppressed
Electronic document Stamp:

- Select **[Print]** on the browser menu bar to print the document receipt.
- Select **[File]** on the browser menu bar, and choose **Save As...** or **Save Frame As...** from the drop-down window to save the receipt to a file on your computer.

Note: The **NEF** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **NEF** to the attorneys and/or parties in the case who have registered their email address with the Court. The **NEF** also displays the names and addresses of individuals who will **not** be electronically notified of the filing. **It is the filer's responsibility to serve hard copies of the pleading and the NEF to attorneys and/or parties who are not set up for electronic notification.**

Email Notification of Documents that were Filed

Individuals who receive an **NEF** for a document filed in ECF are permitted one free copy of the document by clicking on the associated hyperlinked document number embedded in the **NEF**. The court strongly urges you to copy the **NEF** and documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **NEF** to attorneys and pro se parties who will not receive it by email notification.

Filing Other Types of Documents

Registered users who wish to file a document other than a motion should make the appropriate selection from the **Civil** or **Criminal** events menu. The process for other filings (including magistrate and miscellaneous) is similar to what has been described in this manual for filing a civil motion. If you have questions about the type of document you wish to file in ECF, call the Clerk's Office.

Amended Complaints, Third-Party Complaints, Counterclaims, Crossclaims, Motions to Intervene and Motions for Leave to File as an Amicus Curiae

The following civil documents should be filed in accordance with the supplemental instruction manuals available on the Court's website: <http://www.dcd.uscourts.gov/dcd/ECFCR>

- Amended Complaints
- Third-Party Complaints
- Counterclaims and Crossclaims
- Motion to Intervene
- Motion for Leave to File Amicus Curiae Brief

Filing Documents when ECF is Not Accessible

Occasionally, users may be unable to electronically file documents because of problems with the court's ECF system or their own internal computer systems. If you are unable to file electronically, call the Clerk's Office for advice. If it appears that ECF or your own computer system will be inaccessible for an extended period of time, you may bring a hard copy and electronic version of the pleading to the courthouse and file it in person or after hours at the overnight dropbox at the 3rd and Constitution Avenue entrance. Alternatively, you may email the PDF files of your pleading and exhibits to the Clerk's Office at dcd_cmecf@dcd.uscourts.gov (civil) and dcd_cmecf_cr@dcd.uscourts.gov (criminal). Include the case number and judge's initials in the subject line of the email and retain copies of all emails sent to the court.

Filing a Notice of Appeal

Registered users may file a Notice of Appeal electronically when using a credit card or if there is a waiver of the filing fee. **Payment by check or cash must be brought to the Court** with an original Notice of Appeal, the appropriate number of copies, along with a CD with the Notice of Appeal in PDF format.

Pay.gov will accept debit cards, VISA, MasterCard, American Express, Diner's Club/Carte Blanche and Discover Cards.

Filing instructions for using a credit card are on the court's website at <http://www.dcd.uscourts.gov/dcd/ecf-information>.

It is important that the Notice of Appeal instructions be read **prior to filing**, as the fee could accidentally be **charged twice**. A double payment can be refunded by filing a document with our Finance Office explaining the error, along with all receipts which substantiate the refund. Refunds may take up to four (4) weeks and will be mailed to counsel as soon as the business of the court will allow. Please allow this time frame before making any inquiries to the court's Finance Office.

Filing errors must be brought to the attention of the appropriate section of the Clerk's Office immediately.

Viewing Restricted Documents

Certain documents and cases that are not necessarily sealed may still be restricted to some PACER users because they contain private/personal information pertaining to a party in the case. All documents in Social Security cases are restricted and can only be viewed by counsel of record in that case. In addition, the following criminal documents are restricted and can only be viewed by counsel of record:

- Draft Presentence Investigation Report
- Final Presentence Investigation Report
- Probation Memorandum
- Probation Petition

In order for counsel of record to view such restricted documents, the filer must first login to ECF, **then** login to PACER. If the filer is not logged into ECF first, PACER will not recognize the filer as counsel of record, and will not allow the PDF to be opened.

QUERY FEATURE

Registered participants should use this feature to query the ECF system for specific case information. To enter the Query mode, click **Query** on the **blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print most documents. You will be charged a fee of \$.10 per page to access documents, docket sheets, etc., from ECF.

Selecting a Case or Party to Query

After you enter your PACER login and password, ECF opens a **Query** data entry screen as shown in Figure 17. Queries can be run by entering a case number or any combination of the following: Case Status, Filed Date, Last Entry Date, Nature of Suit, Cause of Action, Last/Business Name, First Name, Middle Name, Type, Prisoner ID.

If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click **[Run Query]**. ECF opens the **Query** screen shown in Figure 19 (page 25).

Figure 17

The screenshot shows a web form titled 'Query' in blue. Below the title is a section labeled 'Search Clues'. The first field is 'Case Number' with a text input box, circled in red. Below it is the text 'or search by'. There are several other fields: 'Case Status' with radio buttons for 'Open', 'Closed', and 'All'; 'Filed Date' and 'Last Entry Date' each with two text input boxes separated by 'to'; 'Nature of Suit' with a dropdown menu showing options like '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'; 'Cause of Action' with a dropdown menu showing options like '0 (No cause code entered)', '01D2439 (01DCC2439 WMATA (court jurisdiction))', and '02:0138 (2:138 Library of Congress Access)'; 'Last/Business Name' with a text input box and examples '(Examples: Desoto, Des*t)', circled in red; 'First Name' and 'Middle Name' each with a text input box; 'Type' with a dropdown menu; and 'Prisoner ID' with a text input box. At the bottom are two buttons: 'Run Query' and 'Clear'.

Also, you may query the ECF database by the name of a party or an attorney in the case. Enter the name of the party in the **Last/Business Name** field in Figure 17. If more than one party with that name is in the database, ECF returns a screen from which to select the correct name (Figure 18, page 25).

When you click on the name of the party (Figure 18), ECF will open the **Query** screen shown in Figure 19. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the **Query** screen shown in Figure 19.

Figure 18

| PACER Service Center | | | |
|----------------------|--------|------------------|--------------------------|
| Transaction Receipt | | | |
| 05/16/2006 13:11:04 | | | |
| PACER Login: | us3871 | Client Code: | |
| Description: | Search | Search Criteria: | Last Name: canadian univ |
| Billable Pages: | 1 | Cost: | 0.08 |

After querying the database by case number or by name, ECF opens the **Query** window for the specific case you selected (Figure 19). (**Note:** Appropriate PACER charges apply).

Figure 19

1:01-cv-01465-JDB HARRELL v. DISTRICT OF COLUMBIA
 John D. Bates, presiding
Date filed: 07/02/2001
Date terminated: 06/21/2002
Date of last filing: 06/18/2002

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filings](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)
- [View a Document](#)

At the top of the query window, ECF displays the case number, case caption, presiding judge, date that the initial claim was filed, and date of the last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate. The following paragraphs describe some of the available case-specific query options.

Attorney

Selecting **Attorney** displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

Case Summary

Selecting **Case Summary** provides a summary of current case-specific information as represented in Figure 20.

Figure 20

| | | |
|--|------------------------------------|--|
| 1:01-cv-01465-JDB HARRELL v. DISTRICT OF COLUMBIA | | |
| John D. Bates, presiding | | |
| Date filed: 07/02/2001 | | |
| Date terminated: 06/21/2002 | | |
| Date of last filing: 06/18/2002 | | |
| Case Summary | | |
| Office: Washington, DC | Filed: 07/02/2001 | |
| Jury Demand: Both | Demand: | |
| Nature of Suit: 442 | Cause: 28:1983 Civil Rights | |
| Jurisdiction: Federal Question | Disposition: Dismissed - Other | |
| County: 11001 | Terminated: 06/21/2002 | |
| Origin: 1 | Reopened: | |
| Lead Case: | None | |
| Related Case: | None | Other Court Case: None |
| Def Custody Status: | | |
| Flags: CLOSED, JURY, TYPE-H | | |
| Plaintiff: WAYNE HARRELL | represented by Daniel Mark Krainin | Phone:(212) 702-5417 Fax: (212) 702-5450 Email: dkrainin_bdlaw.com@example.com |
| Plaintiff: WAYNE HARRELL | represented by Ruth Ann Lowery | Phone:(301) 713-9671 Fax: (301)713-0658 Email: RuthAnn.Lowery_noaa.gov@example.com |
| Plaintiff: WAYNE HARRELL | represented by Fred Roy Wagner | Phone:(202) 789-6041 Fax: (202) 789-6190 Email: fwagner_bdlaw.com@example.com |
| Defendant: DISTRICT OF COLUMBIA | represented by David A. Jackson | Phone:(202) 724-6618 Fax: (202) 724-3526 Email: davida.jackson_dc.gov@example.com |

Deadlines/Hearings

Selecting **Deadlines/Hearings** produces a screen (Figure 21) that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen shown in Figure 22 (page 27).

Figure 21

ECF Civil Criminal

Deadlines/Hearings

Sort by Due/Set Due/Set

Due/Set
Document Number
Deadline/Hearing
Filed
Satisfied
Terminated
Party






☒ Pending deadlines/hearings
☐ Terminated/satisfied deadlines/hearings

Run Query Clear

Figure 22

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 Date of last filing: 08/20/2001

Deadlines/Hearings

| Doc. No. | Deadline/Hearing | Event Filed | Due/Set | Satisfied | Terminated |
|-------------------|---|-------------|---------------------------|------------|------------|
| 7 |  Jury Trial | 08/20/2001 | 07/08/2002 at 09:30 AM | | |
| 7 |  Final Pretrial Conference | 08/20/2001 | 06/27/2002 at 04:30 PM | | |
| 7 |  Status Conference | 08/20/2001 | 01/08/2002 at 04:30 PM | | |
| |  Meet & Confer Hearing | 07/31/2001 | 08/08/2001 at 02:00 PM | | 08/08/2001 |
| 1 |  Answer due from DC | 07/02/2001 | 07/23/2001 | 08/06/2001 | |

After the **Deadlines/Hearings** window opens, clicking on a document number will display the actual Scheduling Order setting the conference or hearing. If you click on the round button to the left of the Deadline/Hearing title, ECF will display the docket information and related docket entries for the hearing that you selected.

Docket Report

Selecting **Docket Report** opens the **Docket Sheet** screen as shown in Figure 23.

Figure 23

ECF Civil Criminal Query Reports Utilities
Search Logout

Docket Sheet

Case number

☒ Filed to
☐ Entered

Documents to

Include:
☒ Parties and counsel
☒ Terminated parties
☐ List of member cases
☐ Links to Notices of Electronic Filing

Document options:
☒ Include headers when displaying PDF documents
☐ View multiple documents

Format:
☒ HTML (unpaginated)
☐ PDF (paginated)

Sort by ▼

☐ Make these options my default.

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click **[Run Report]**. ECF will run your custom docket report and display it as shown in Figure 24.

Figure 24

U.S. District Court
District of Columbia (Washington, DC)
CIVIL DOCKET FOR CASE #: 1:01-cv-01528-EGS

THOMPSON v. THE CAPITOL POLICE BOARD
Assigned to: Judge Emmet G. Sullivan
Cause: 42:1983 Civil Rights (Employment Discrimination)







Date Filed: 07/12/2001
Date Terminated: 02/28/2002
Jury Demand: Plaintiff
Nature of Suit: 442 Civil Rights: Jobs
Jurisdiction: U.S. Government Defendant

Plaintiff
KENNIETH F. THOMPSON

represented by **Lolita James Martin**
METROPOLITAIN WASHINGTON COUNSEL
888 16th Street, NW
Suite 250
Washington, DC 20006
(202) 974-8149
Fax: (202) 974-8152
Email: lolitajmartin_yahoo.com@example.com
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

V

Defendant
CAPITOL POLICE BOARD

| Date Filed | # | Docket Text |
|------------|---|--|
| 07/12/2001 |  1 | COMPLAINT against THE CAPITOL POLICE BOARD (Filing fee \$150). Filed by KENNIETH F. THOMPSON. (mjk,) (Entered: 07/25/2001) |
| 07/12/2001 |  2 | SUMMONS Not Issued as to THE CAPITOL POLICE BOARD (mjk,) (Entered: 07/25/2001) |
| 08/02/2001 |  3 | PRELIMINARY ELECTRONIC CASE FILING ORDER . Signed by Judge Emmet G. Sullivan on August 2, 2001. (adc,) (Entered: 08/02/2001) |
| 08/02/2001 |  4 | PRELIMINARY ELECTRONIC CASE FILING ORDER . Signed by Judge Emmet G. Sullivan on August 2, 2001. (GK,) Modified on 8/2/2001 (GK,)(Order entered twice- parties can disregard this order). (Entered: 08/02/2001) |
| 12/18/2001 |  5 | ORDER to show cause why this case should not be dismissed for failure to prosecute.Signed by Judge Emmet G. Sullivan on 12/18/01. (lcegs2,) (Entered: 12/18/2001) |
| 02/28/2002 |  6 | ORDER dismissing case without prejudice for failure to prosecute.Signed by Judge Emmet G. Sullivan on 2/28/2002. (lcegs2,) (Entered: 02/28/2002) |

The document numbers in the middle column of Figure 24 are hyperlinks to official documents in PDF format. The round button next to the document number displays the **NEF** for the document.

History/Documents

Selecting **History/Documents** queries the database for case event history and documents associated with the case. ECF will open the screen shown in Figure 25 (page 29). You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option of displaying the docket text in the report.

Figure 25

After making your selections, click [**Run Query**]. ECF queries the database and builds your report. Figure 26 shows a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in chronological order. If a checkmark is added to the “Display docket text” box, the report also displays the full docket text for each event.

Figure 26

| 1:01-cv-01465-JDB HARRELL v. DISTRICT OF COLUMBIA John D. Bates, presiding Date filed: 07/02/2001 Date terminated: 06/21/2002 Date of last filing: 06/18/2002 | | |
|--|---|---------------------------|
| History | | |
| Doc. No. | Dates | Description |
| | Filed: 07/02/2001 Entered: 08/06/2001 | Summons Issued |
| | Docket Text: SUMMONS (2) Issued as to DISTRICT OF COLUMBIA (jeb,) | |
| <u>1</u> | Filed: 07/02/2001 Entered: 08/06/2001 | Complaint |
| | Docket Text: COMPLAINT against DISTRICT OF COLUMBIA (Filing fee \$150). Filed by WAYNE HARRELL. (Attachments: # (1) Exhibit attachment)(jeb,) | |
| <u>2</u> | Filed: 07/11/2001 Entered: 08/06/2001 | Order |
| | Docket Text: ORDER establishing procedures for electronic filing. Signed by Judge James Robertson on July 11, 2001. (MT.) (jeb,) | |
| <u>3</u> | Filed: 07/16/2001 Entered: 08/06/2001 | Summons Returned Executed |
| | Docket Text: RETURN OF SERVICE/AFFIDAVIT of Summons and Complaint Executed. DISTRICT OF COLUMBIA served on 7/2/2001, answer due 7/23/2001 (jeb,) | |
| <u>4</u> | Filed: 07/16/2001 Entered: 08/06/2001 | Summons Returned Executed |
| | Docket Text: RETURN OF SERVICE/AFFIDAVIT of Summons and Complaint Executed. DISTRICT OF COLUMBIA served on 7/2/2001, answer due 7/23/2001 (jeb,) | |
| <u>5</u> | Filed: 07/19/2001 Entered: 08/06/2001 | Answer to Complaint |
| | Docket Text: ANSWER to Complaint by DISTRICT OF COLUMBIA. (jeb,) | |
| | Filed & Entered: 07/31/2001 | Calendar Entry |
| | Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp,) | |
| | Filed & Entered: 08/08/2001 | Meet and Confer Hearing |
| | Docket Text: Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp,) | |
| <u>6</u> | Filed & Entered: 08/20/2001 | Meet and Confer Statement |
| | Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth) | |
| <u>7</u> | Filed & Entered: 08/20/2001 | Scheduling Order |
| | Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge | |

You may view a PDF file of the actual document(s) by clicking on the document number in the far left column of the report.

Filers

Selecting **Filers** will return a screen (Figure 27) that allows a query of filings made by a particular party. For instance, if the user clicks on the hyperlink for NATIONAL RAILROAD PASSENGER CORPORATION, a screen will appear showing all docket entries pertaining to this party (Figure 28).

Figure 27

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

1:05-cv-02490-CKK-JMF CHAMBLISS v. NATIONAL RAILROAD PASSENGER CORPORATION et al
Colleen Kollar-Kotelly, presiding
John M. Facciola, referral
Date filed: 12/30/2005 Date of last filing: 04/10/2006

Filers

| Name | Type | Added | Terminated |
|---|-----------|------------|------------|
| JERRY K. CHAMBLISS | Plaintiff | 12/30/2005 | |
| NATIONAL RAILROAD PASSENGER CORPORATION | Defendant | 12/30/2005 | |
| STEVEN S. SNYDER | Defendant | 12/30/2005 | |

Click the number hyperlink of the individual filing (Figure 28) to view the document associated with that docket entry.

Figure 28

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

1:05-cv-02490-CKK-JMF CHAMBLISS v. NATIONAL RAILROAD PASSENGER CORPORATION et al
Colleen Kollar-Kotelly, presiding
John M. Facciola, referral
Date filed: 12/30/2005 Date of last filing: 04/10/2006

Filer NATIONAL RAILROAD PASSENGER CORPORATION

| Doc. No. | Event Name | Filed |
|-------------------|---|------------|
| 4 | Motion for Extension of Time to File Answer | 01/24/2006 |
| 5 | Errata | 01/27/2006 |
| 6 | Answer to Complaint | 02/10/2006 |
| 7 | Corporate Disclosure Statement | 02/10/2006 |

Related Transactions

Selecting **Related Transactions** allows you to view all related transactions regarding a single filing. You should select both the pending and terminated options on the **Related Transactions** screen (Figure 29) to get a complete list of related filings (Figure 30).

Figure 29

The screenshot shows the ECF 'Related Transactions' search interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. The main heading is 'Related Transactions'. Below this, there are search filters: 'Sort by' (with a dropdown), 'Filed' (text input) 'to' (text input), 'Documents' (text input) 'to' (text input), 'Document type' (dropdown), and 'Document subtype' (text input). There are two checked checkboxes: 'Pending' and 'Terminated'. Below these is a 'Filed Date' dropdown. At the bottom are 'Run Query' and 'Clear' buttons.

Figure 30

The screenshot shows the ECF 'Related Transactions' results page for case 1:02-cv-02056-GK. The page header includes the ECF logo and navigation links (Civil, Criminal, Query, Reports, Utilities, Logout) along with a help icon. The case information is displayed: '1:02-cv-02056-GK ZURUQ, et al v. BURNS, et al', 'Gladys Kessler, presiding', 'Date filed: 10/22/2002', and 'Date terminated: 04/20/2005 Date of last filing: 08/31/2005'. The heading 'Related Transactions' is centered. A note states: 'Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.' Below the note is a table with four columns: 'Doc. No.', 'Event Name', 'Event Filed', and 'Event Terminated'. The table contains five rows of data, each enclosed in a box.

| Doc. No. | Event Name | Event Filed | Event Terminated |
|--------------------|-------------------------------|-------------|------------------|
| 23 | Motion to Dismiss | 11/19/2003 | 07/20/2004 |
| 24 | Memorandum in Opposition | 12/02/2003 | |
| 25 | Supplemental Memorandum | 12/08/2003 | |
| 26 | Reply to opposition to Motion | 12/12/2003 | |
| 33 | Order on Motion to Dismiss | 07/20/2004 | |

Other Queries

All other queries in the **Query** feature of ECF work similarly to those described previously.

REPORTS FEATURE

The **Reports** feature on the **blue** menu bar provides the user with several report options. (Figure 31)

Figure 31



You will need your PACER login and password to run the Docket Sheet, Civil Cases Report, and Criminal Cases Report, but not for the Calendar Events Report. The following paragraphs describe the different report options in more detail.

Docket Sheet Report

Click on the **Docket Sheet** hyperlink in Figure 31. If you have not already logged in with your **PACER** login and password, ECF opens the **PACER** login screen. Enter your **PACER** login and password. Click **[Login]** and ECF will open the **Docket Sheet** query window shown in Figure 32.

Figure 32

A screenshot of the 'Docket Sheet' query window. The window has a title bar 'Docket Sheet'. It contains several input fields and checkboxes. The 'Case number' field is populated with '1:09-cv-04545'. There are radio buttons for 'Filed' (selected) and 'Entered', followed by date input fields. Below these are 'Documents' input fields. There are two sections of checkboxes: 'Include:' with options 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (unchecked); and 'Document options:' with 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). There is a 'Format:' section with radio buttons for 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are 'Run Report' and 'Clear' buttons, and a checkbox for 'Make these options my default.'.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Figure 23, page 27). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click **[Run Report]**. ECF will display a full docket sheet for the case you selected (Figure 24, page 28). If you do not need a complete docket sheet, you can narrow the query using the date fields. ECF also offers various sorting options from the Docket Sheet report screen.

Combined Docket Report - Criminal Cases

Users can run a combined Docket Report for a subset of criminal defendants in a multi-defendant criminal case. A new *View Combined Docket Report* checkbox will be displayed beneath the case number list (Figure 33) when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the *View Combined Docket Report* checkbox allows the user to run the combined form of the report for the chosen subset of defendants.

Figure 33

The screenshot shows a web form with a 'Case number' field containing '1:12-cr-42-3,4' and a 'Hide Case List' button. Below this is a section titled 'Select a case:' with a list of cases. The first case is '1:12-cr-00042-BAH USA v. YOUNG et al' with a minus sign icon. Under it are four sub-cases: '1:12-cr-00042-BAH-1 THAXTON YOUNG, JR.', '1:12-cr-00042-BAH-2 EUGENE REGINALD MCDUFFIE', '1:12-cr-00042-BAH-3 GERRY DUANE BURNETT' (checked), and '1:12-cr-00042-BAH-4 JESSE MCLESTER YOUNG, JR.' (checked). At the bottom of this list is a checkbox labeled 'View Combined Docket Report' which is also checked and circled in red.

Civil Cases Report

The **Civil Cases** (Figure 34) report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, by cause code, by nature of suit, with a specific case flag, or any combination thereof.


Figure 34

The screenshot shows the 'Civil Cases Report' form in the ECF system. At the top is a blue navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the bar is a warning box: 'Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.' The form contains several fields: 'Office' (Washington, DC), 'Cause' (01D2439 01DCC2439 WMATA (cou...)), 'Jurisdiction' (Diversity, Federal Question), 'Case type' (Civil, Miscellaneous), 'Nature of suit' (0 (zero), 110 (Insurance)), 'Case flags' (2255, 3JUD-PANEL), 'Terminal digit(s)' (2, 4-7), 'Filed' (10/14/2009 to 10/21/2009), 'Sort by' (Case Number), 'Output Format' (Formatted Display, Data Only), and a 'Run Report' button which is circled in red. There are also checkboxes for 'Open cases' and 'Closed cases'.

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Log in to **PACER** and ECF will open the **Civil Cases Report** screen shown in Figure 33.

Enter the range of filing dates for your report and select any other search criteria if you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within that date range. Figure 35 (page 34) shows part of a report of all cases filed in ECF at the U.S. District Court for the District of Columbia from 11/1/2012 to 11/5/2012.

Figure 35



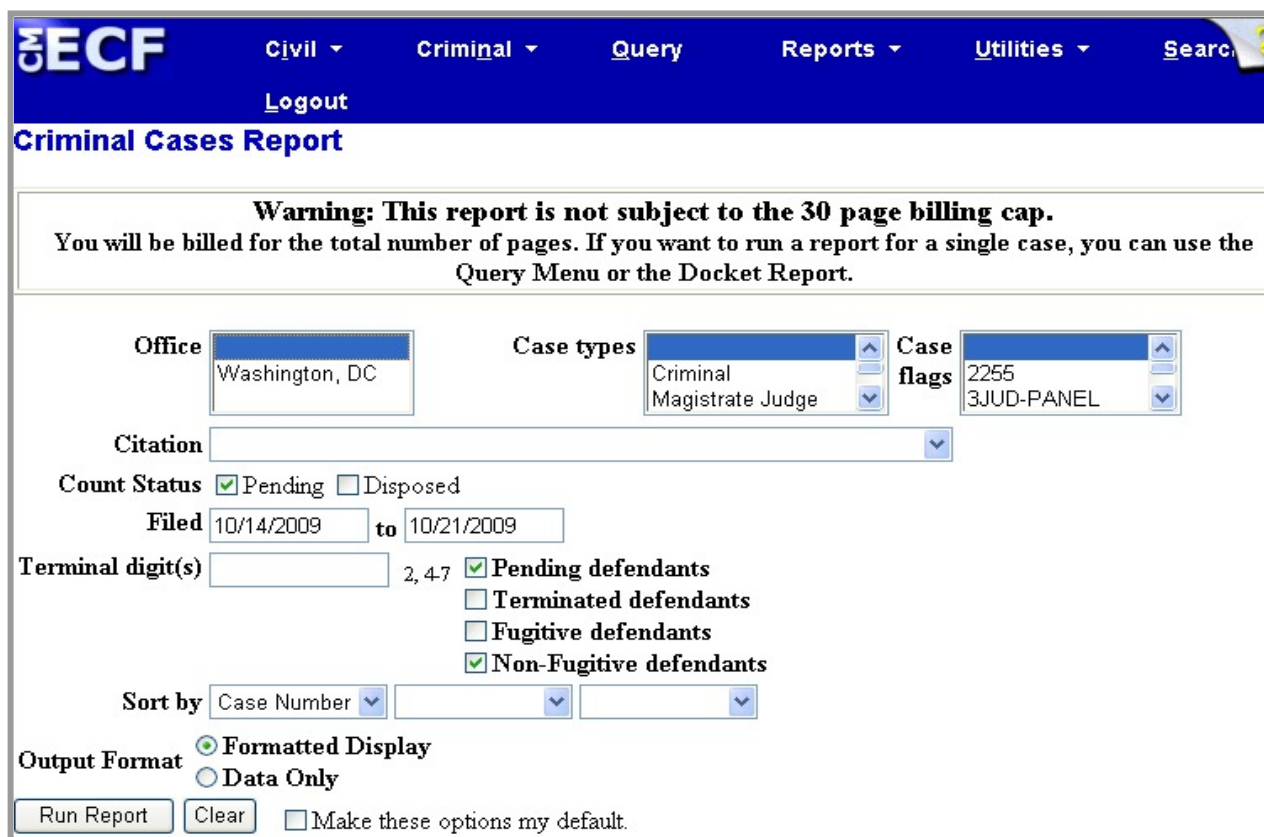
| | | | |
|--|------------------------|-----|--|
| 1:12-cv-01796-RCL In Re: W.A.R. LLP | Case filed: 11/02/2012 | 123 | Cause: 11:8001 Bankruptcy Appeal NOS: 422 Bankruptcy Appeal (801) Office: Washington, DC Jurisdiction: Federal Question Presider: Royce C. Lamberth Jury demand: None Case flags: TYPE-E |
| 1:12-cv-01798-RWR PEN v. WMAL et al | Case filed: 11/05/2012 | 120 | Cause: 28:1331 Federal Question: Other Civil Rights NOS: 440 Civil Rights: Other Office: Washington, DC Jurisdiction: Federal Question Presider: Richard W. Roberts Jury demand: Plaintiff Case flags: JURY,PROSE-NP,TYPE-F |
| 1:12-cv-01800-CKK MORRIS v. CARTER GLOBAL LEE, INC. | Case filed: 11/05/2012 | 120 | Cause: 28:1441 Petition for Removal - Employment Discrim NOS: 442 Civil Rights: Jobs Office: Washington, DC Jurisdiction: Federal Question Presider: Colleen Kollar-Kotelly Jury demand: Plaintiff Case flags: JURY,PROSE-NP,TYPE-H |

The far left column of the report in Figure 35 contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report as in Figure 32 on page 32.

Criminal Cases Report

The **Criminal Cases** report (Figure 36) displays summary data about selected criminal cases, plus links to view more detailed information about each case. Similar to the Civil Cases Report, magistrate and criminal cases can be queried for a particular time frame as shown below.

Figure 36



ECF Civil Criminal Query Reports Utilities Search

Logout

Criminal Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Washington, DC Case types: Criminal, Magistrate Judge Case flags: 2255, 3JUD-PANEL

Citation: [dropdown]

Count Status: ☒ Pending ☐ Disposed

Filed: 10/14/2009 to 10/21/2009

Terminal digit(s): 2, 4, 7 ☒ Pending defendants ☐ Terminated defendants ☐ Fugitive defendants ☒ Non-Fugitive defendants

Sort by: Case Number [dropdown] [dropdown] [dropdown]

Output Format: ☒ Formatted Display ☐ Data Only

Run Report Clear ☐ Make these options my default.

Docket Activity Report

The **Docket Activity** report (Figure 37) allows users to obtain a list of all filings from a specific time period. The report may be run for all cases or a specific case number. On the selection criteria screen, the “*Only cases to which I am linked*” check box is selected by default, allowing users the option of running the report for only those cases to which they are a party.

Figure 37

The screenshot shows the ECF (Electronic Case Filing) interface for the Docket Activity Report. The top navigation bar includes links for Civil, Criminal, Query, Reports, and Utilities, along with Search and Logout buttons. A warning message states: "Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report." Below this, the form is titled "Docket Activity Report PUBLIC ACCESS". It contains several input fields and checkboxes: "Case number" (text box), "Office" (dropdown menu showing "Washington, DC"), "Event category" (dropdown menu showing "EXTEND", "adr", "answer"), "Case type" (dropdown menu showing "Civil", "Criminal"), "Case flags" (dropdown menu showing "ARBITRATION", "CASREF"), "Filed between" (two date boxes showing "10/20/2009" and "10/21/2009"), "Sort by" (dropdown menu showing "Case Number"), and "Summary text" (radio button). The "Only cases to which I am linked" checkbox is checked and circled in red. Other checkboxes include "Open cases" and "Closed cases". At the bottom, there are buttons for "Run Report" and "Clear", and a checkbox for "Make these options my default".

ECF Civil Criminal Query Reports Utilities ?
Search Logout

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Activity Report PUBLIC ACCESS

Case number

Office

Event category
adr
answer

Case type
Criminal

Case flags
CASREF

Filed between and

Sort by

☒ Only cases to which I am linked ☐ Open cases ☐ Closed cases

☒ Summary text ☐ Full docket text

☐ Make these options my default.

Written Opinions Report

The **Written Opinions** report (Figure 38, page 36) allows users to obtain a list of written opinions for a specific time period. You will not be charged for running the Written Opinions report or for viewing the written opinions themselves.

Figure 38

The screenshot shows the 'Written Opinions Report' form in the ECF system. The form includes several input fields and dropdown menus for filtering and sorting data. The 'Case Number' field is empty. The 'Last Name' field is empty, 'First Name' is empty, and 'Middle Name' is empty. The 'Office' dropdown menu is set to 'Washington, DC'. The 'Case Type' dropdown menu is set to 'Civil'. The 'Case Flags' dropdown menu is set to '2255'. The 'Nature of Suit' dropdown menu is set to '0 (zero)'. The 'Cause' dropdown menu is set to '0 (No cause code entered)'. The 'Filed between' date range is set to '9/21/2009' and '10/21/2009'. The 'Summary text' radio button is selected. The 'Sort by' dropdown menu is set to 'Case Number'. There are 'Run Report' and 'Clear' buttons at the bottom.

You may also access opinions from other reports and queries, such as the **Docket Report**, and will not be billed for accessing the written opinion document itself, but will be billed for the report or query used to identify the document.

Civil Judgment Index

The **Judgment Index** report (Figure 39) allows you to query a civil judgment by case number, date range, or name of party. Once the judgment is located, you will see the actual judgment and the amount awarded (Figure 40, page 37).

Figure 39

The screenshot shows the 'Judgment Index Report' form in the ECF system. The form includes several input fields and a dropdown menu for filtering and sorting data. The 'Case number' field is empty. The 'Last name' field is set to 'Holland', 'First name' is empty, and 'Middle name' is empty. The 'Judgment date range' is set to '1/3/2004' to '6/1/2006'. The 'Sort by' dropdown menu is set to 'Case number'. There are 'Run Report' and 'Clear' buttons at the bottom.


Figure 40

| Judgment Index Report | | |
|---|---|--------------------------|
| U.S. District Court - - District of Columbia | | |
| Report Period: 01/02/2009 - 11/03/2009 | | |
| Case Number/Title | Judgment Description | Status |
| 1:97-cv-00578-PLF FASTOV v. CHRISTIE'S INTL. PLC, et al | <i>In favor of:</i> CHRISTIE'S INC. <i>Against:</i> ROBERT S. FASTOV <i>Amount:</i> \$ 630000.00 <i>Date:</i> 08/19/2009 <i>Document:</i> 187 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00 | No Payment 08/19/2009 |
| | <i>In favor of:</i> CHRISTIE'S INTERNATIONAL PLC <i>Against:</i> ROBERT S. FASTOV <i>Amount:</i> \$ 630000.00 <i>Date:</i> 08/19/2009 <i>Document:</i> 187 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00 | No Payment 08/19/2009 |
| | <i>In favor of:</i> CHRISTIE, MANSON & WOODS LTD. <i>Against:</i> ROBERT S. FASTOV <i>Amount:</i> \$ 630000.00 <i>Date:</i> 08/19/2009 <i>Document:</i> 187 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00 | No Payment 08/19/2009 |

UTILITIES FEATURE

The **Utilities** feature (Figure 41) of the **blue** menu bar provides the means for registered users to maintain their accounts in ECF and to view all of their ECF transactions.

Figure 41



The screenshot shows the ECF Utilities page. At the top is a blue navigation bar with the ECF logo and four dropdown menus: Civil, Criminal, Query, and Reports. Below the bar, the page is titled 'Utilities'. It contains several sections of hyperlinks: 'Your Account' with links for 'Maintain Your Login/Password', 'Maintain Your E-mail', 'Maintain Your Address', 'View Your Transaction Log', 'Change Client Code', 'Change Your PACER Login', 'Review Billing History', and 'Show PACER Account'; 'Miscellaneous' with links for 'Legal Research ...', 'Mailings...', 'Verify a Document', 'Remove Default PACER Account', and 'Court Information'; 'Edit Data'; and another 'Miscellaneous' section with a link for 'Internet Payment History'.

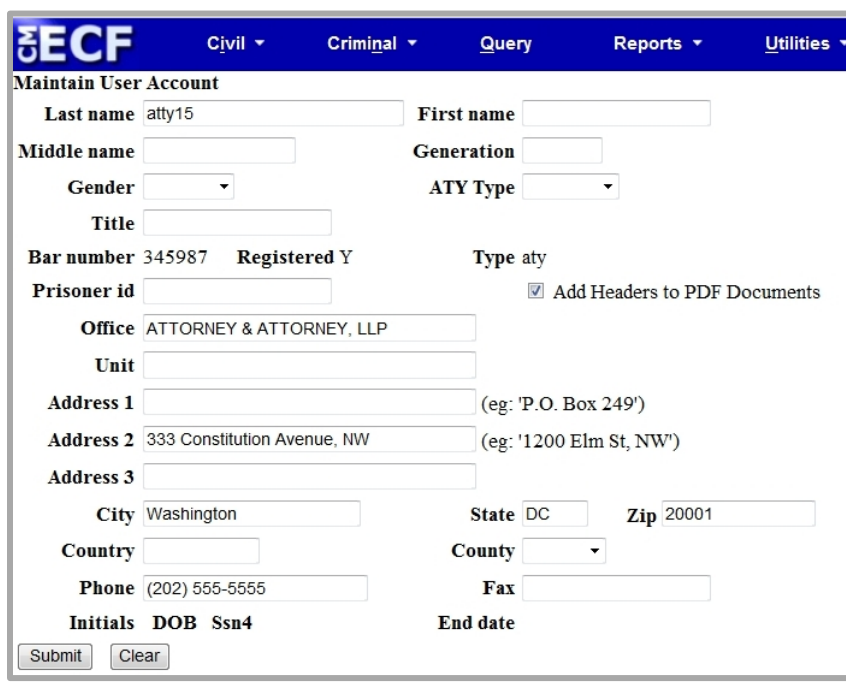
Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the court and to view a log of all your transactions within ECF.

Maintain Your Address

Click the **Maintain Your Address** hyperlink to open the **Maintain User Account** information screen (Figure 42).

Figure 42



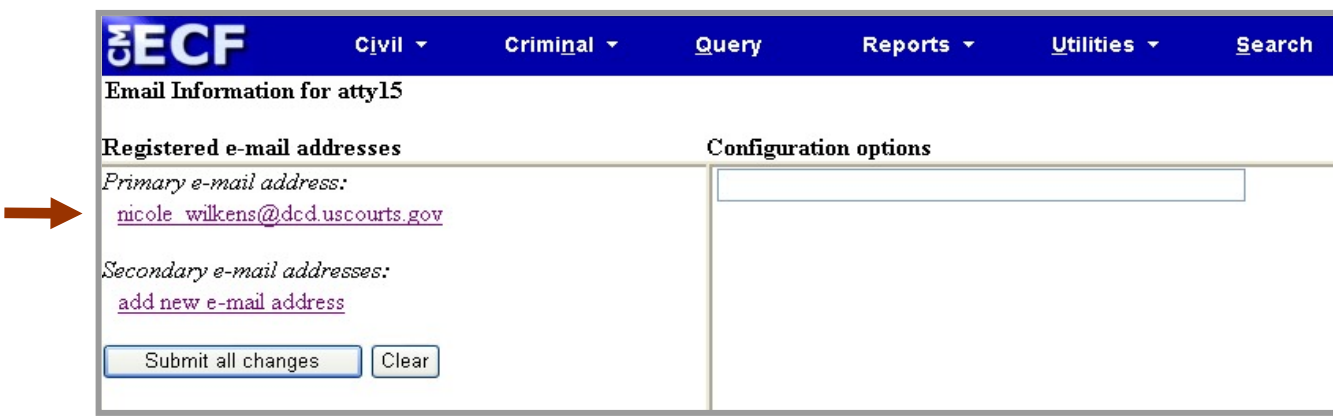
The screenshot shows the 'Maintain User Account' form in the ECF system. The top navigation bar is identical to Figure 41, but the 'Utilities' dropdown menu is now selected. The form contains the following fields and options: 'Last name' (atty15), 'First name' (empty), 'Middle name' (empty), 'Generation' (empty), 'Gender' (dropdown), 'ATY Type' (dropdown), 'Title' (empty), 'Bar number' (345987), 'Registered Y' (checkbox), 'Type' (aty), 'Prisoner id' (empty), 'Add Headers to PDF Documents' (checked checkbox), 'Office' (ATTORNEY & ATTORNEY, LLP), 'Unit' (empty), 'Address 1' (empty, with example '(eg: 'P.O. Box 249')'), 'Address 2' (333 Constitution Avenue, NW, with example '(eg: '1200 Elm St, NW')'), 'Address 3' (empty), 'City' (Washington), 'State' (DC), 'Zip' (20001), 'Country' (empty), 'County' (dropdown), 'Phone' ((202) 555-5555), 'Fax' (empty), 'Initials' (empty), 'DOB' (empty), 'Ssn4' (empty), and 'End date' (empty). At the bottom are 'Submit' and 'Clear' buttons.

The **Maintain User Account** screen displays all of the registration information that is contained within the ECF database for your account with the court. It is important for you to keep this information up to date so that you can properly receive electronic notices.

Maintain Your Email

Selecting **Maintain Your Email** opens the screen shown in Figure 43A.

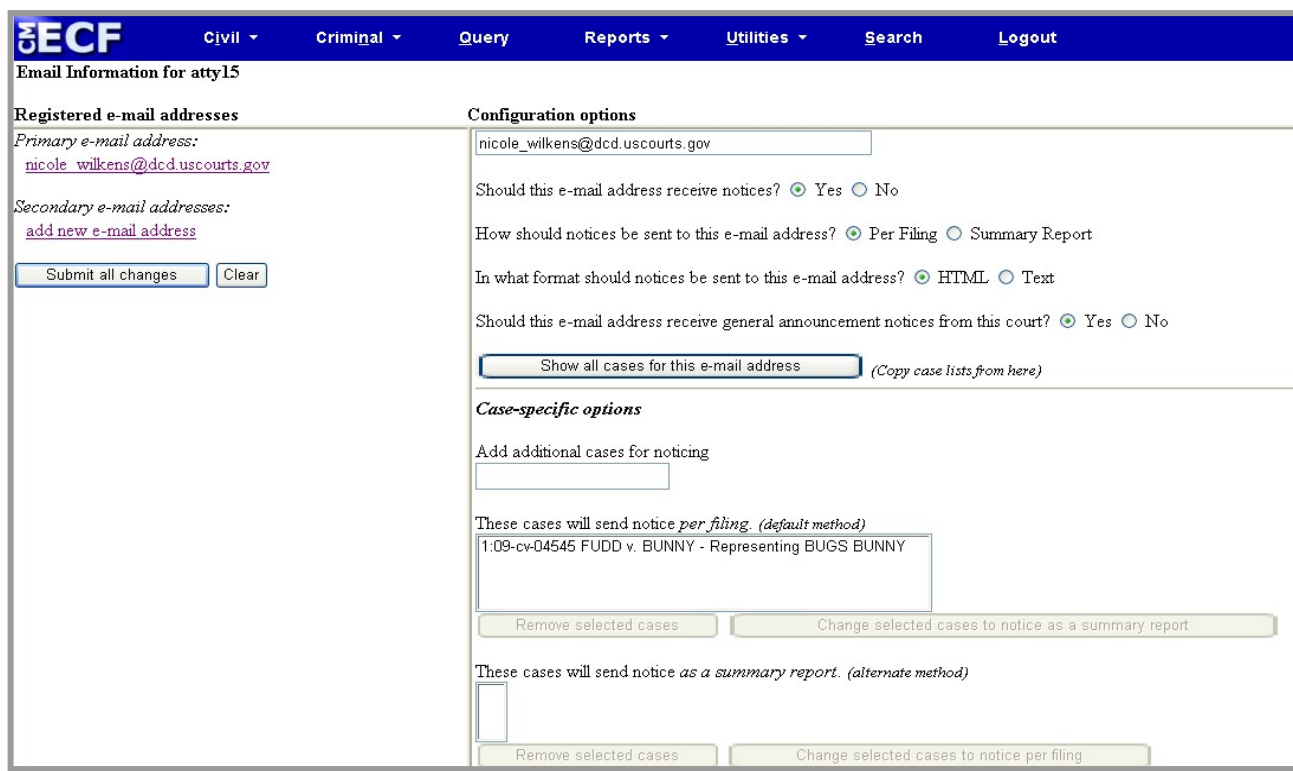
Figure 43A



ECF will email NEFs to parties based upon the information entered on this screen. Your email address should appear as the **Primary e-mail address** in Figure 43A. Perform the following steps to edit your email and configuration options:

- Click the hyperlink of your email address and a list of options appears. (Figure 43B)

Figure 43B



-
- From the options listed, select how you wish to receive notices (per filing or summary report) and in which format you wish to receive them (HTML or text). However, **do not change the default options for:**
 - *Should this email address receive notices?* (If switched to No, you will no longer receive any **Notices of Electronic Filing** at all).
 - *Should this email address receive general announcement notices from this court?* (If switched to No, you will not receive announcements pertaining to system outages, rules changes, etc.).
 - If you wish to receive email notifications in cases to which you are not a party, enter them in the text box titled **Add additional cases for noticing** (Figure 43B). When you are notified of activities in these cases, use your PACER account to view the filed documents.
 - Make any other changes as necessary and click **[Submit all changes]**, OR proceed to the next section to add secondary email recipients to your ECF account.

Adding Secondary Email Recipients

Perform the following steps to add secondary email addresses for individuals (e.g., administrative assistants, paralegals, etc.) you wish to receive ECF notification of new case documents:

- From the screen shown in Figure 43A, click **add new e-mail address**.
- Enter the email address of the first individual you wish to receive ECF notices into the **Configuration options** box. Once the address is entered, a list of options appears for that addressee. (Figure 43B, page 39).
- From the options listed, select how you wish the recipient to receive notices (per filing or summary report) and in which format they should receive them (HTML or text). You may also select whether they should receive general announcement notices via email as well. However, **do not change the default options for:**
 - *Should this email address receive notices?* (If switched to No, the recipient will not receive any **Notices of Electronic Filing** at all).
- If you wish for the secondary recipient to receive email notifications in cases to which they are not a party, enter the case number(s) in the text box titled **Add additional cases for noticing**.
- To add another secondary email recipient, click **add new e-mail address** and set the options for that recipient as explained above. Repeat this step for as many secondary email recipients you wish to add to your ECF account.
- When all changes have been made, click **[Submit all changes]**,

Removing Secondary Email Recipients

Perform the following steps to remove an email recipient from your ECF account:

- Click on the hyperlink of the email you wish to remove and delete the email address from the **Configuration options** box.
- When all changes have been made, click **[Submit all changes]**.

After clicking [Submit all changes], a new screen opens asking which cases are to reflect the updated information (Figure 43C). Make your selection and click [Submit]. ECF will notify you that your update was successful (Figure 43D).

Figure 43C

The screenshot shows the ECF system's 'Searching for existing Attorney Records' screen. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities' menus, along with 'Search' and 'Logout' buttons. The main content area contains a warning about modifications and instructions on how updates are applied. A dropdown menu is open, showing options to 'Update All' or 'Update None' for a specific case, '1:9-cv-4545 FUDD v. BUNNY (Defendant)'. The 'Submit' button is circled in red.

ECF Civil Criminal Query Reports Utilities ?

Search Logout

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.

*If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the ***Update None*** option.*

*If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded ONLY in the accessible cases that you select or ALL cases if you choose the ***Update All*** option. If you select the ***Update None*** option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.*

*** Update All ***
*** Update None ***
1:9-cv-4545 FUDD v. BUNNY (Defendant)

Submit Clear

Figure 43D

The screenshot shows the ECF system's confirmation screen after a successful update. It displays the case name, the person's ID, and the email configuration details for the participant 'atty15'. The 'Submit' button from the previous screen is still visible at the bottom.

ECF Civil Criminal Query Reports

Updating person record...
Update Person Prid: 6976278

The update was successful... prid 6976278 - atty15

The update was successful...

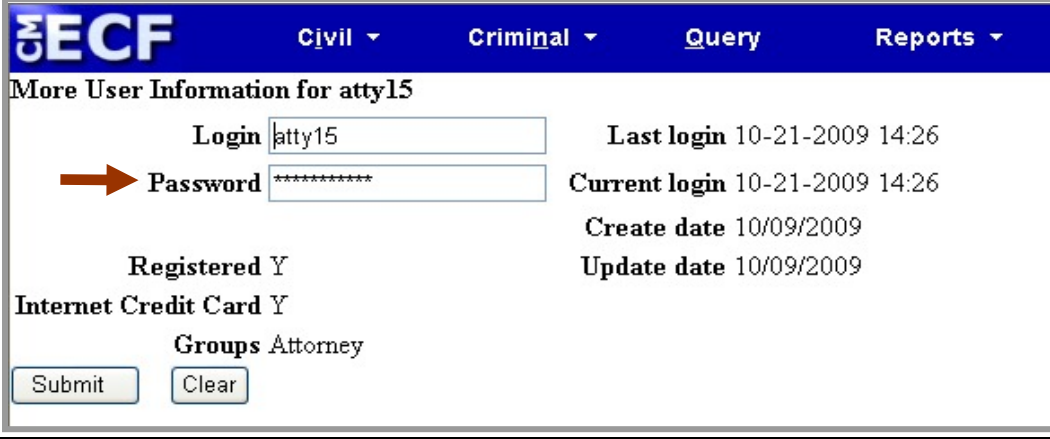
E-mail configuration:
Primary e-mail address: **nicole_wilkens@dcd.uscourts.gov**
This e-mail address will receive notices.
Notice will be sent to this address on a per filing basis.
Notice sent to this address will be formatted as HTML.
This e-mail address will receive general announcement notices from this court.
This e-mail address will receive notices for all cases in which atty15 is a participant.
[View/Hide case list](#)

Submit

Maintain Your Login/Password

To edit or view login information about your account, select **Maintain Your Login/Password** from the **Utilities** menu (Figure 41, page 38) and ECF will open the screen shown in Figure 44.

Figure 44



ECF Civil Criminal Query Reports

More User Information for atty15

Login atty15 Last login 10-21-2009 14:26

→ Password ***** Current login 10-21-2009 14:26

Registered Y Create date 10/09/2009

Internet Credit Card Y Update date 10/09/2009

Groups Attorney

Submit Clear

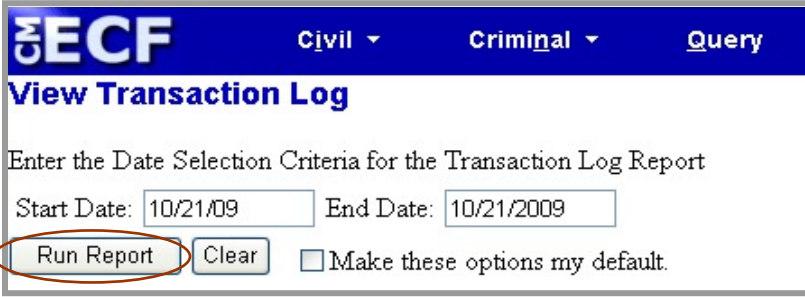
This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the ***Password*** field. To change your ECF password, delete the asterisks, then type in your new password. ECF displays the actual characters of your new password (this time only) as you type. When you have completed your changes, click [Submit]. (**Note: DO NOT attempt to change your login name; only your password**).

ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, select **View Your Transaction Log** and ECF opens a screen (Figure 45) for entering the Date Selection Criteria for a Transaction Log Report.

Figure 45



ECF Civil Criminal Query

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: 10/21/09 End Date: 10/21/2009

Run Report Clear ☐ Make these options my default.

Enter the date range for your report and click [**Run Report**]. ECF displays a report of all your transactions in ECF within the date range you specified (Figure 46, page 43).

Figure 46

| Transaction Log | | | |
|--|---------------------|--------------------|--|
| Report Period: 08/16/2001 - 09/04/2001 | | | |
| ID | Date | Case Number | Text |
| 3212 | 08/22/2001 15:45:54 | 01-4011 | First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,) |
| 3326 | 08/27/2001 11:44:12 | 01-4011 | First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,) |
| 3330 | 08/27/2001 12:01:51 | 01-4011 | RESPONSE in Opposition re [2] filed by DE'MITRIA RICE. (wes,) |
| 3331 | 08/27/2001 12:05:13 | 01-4011 | ORDER temporarily granting Motion for Preliminary Injunction [2] . Motion referred to fhsaklf. Signed by Judge sullivan emmett g on 08/28/01. (wes,) |
| 3335 | 08/27/2001 14:23:52 | 01-4011 | RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DE'MITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,) |
| 3336 | 08/27/2001 14:30:43 | 01-4011 | RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,) |
| 3337 | 08/27/2001 15:49:55 | 01-4011 | Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,) |
| 3338 | 08/27/2001 16:18:42 | 01-4011 | MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,) |
| 3339 | 08/28/2001 10:19:15 | 01-4011 | Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DE'MITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,) |
| 3431 | 09/04/2001 14:21:26 | | Updated person record: wes Prid: 2231 |
| 3431 | 09/04/2001 14:21:27 | | Updated user record: shortw 2231 |
| Total Number of Transactions: 11 | | | |

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log.
- no unauthorized individuals have filed in ECF using your login name and password.

Other Account Features

Also included under **Your Account** are the following features:

- Change Client Code.
- Change your PACER Login (displays the PACER login screen to allow you to login with a different PACER account).
- Review Billing History (displays PACER charges to your account for a selected date range).
- Show PACER Account (displays your PACER account name).

Miscellaneous

ECF provides six **Miscellaneous** functions within the **Utilities** feature of the system.

- **Legal Research**: When you select this feature, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the internet.
- **Internet Payment History**: This feature displays all credit card payments (i.e., new case and appeal filing fees) made through ECF for a given date range.

- **Mailings**: This feature opens a new screen for making or requesting mailing information for specific cases. Within the **Mailings** sub-menu is a **Mailing Info for a Case** feature, which specifies the parties who will be electronically notified of ECF activity in a case, and those who will not and must be served with paper.
- **Verify a Document**: Selecting this feature opens a query screen where you will enter data in the screen fields to locate a particular document attached to a specific case number.
- **Remove Default PACER Account**: If you have linked a default PACER login and password to your ECF account (so that you don't have to enter it each time you run a report), clicking this hyperlink will remove it.
- **Court Information**: This screen will display a wealth of court information including mailing address, PACER information and case flag definitions.

LOGOUT

After you have completed all of your transactions for a particular session in ECF, you should perform a graceful exit from the system.



Click **Logout** on the ECF **blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as shown in Figure 4 (page 9) of this manual.

ADDITIONAL INFORMATION REGARDING ECF/PACER

Deadline Calculation

Effective December 1, 2009, the Federal Rules for how deadlines are computed changed. **With the rules change, all deadlines will be calculated using calendar days only in multiples of seven (7).** If the calculated date falls on a weekend or holiday, it is extended until the next working day, just as it was prior to the rules change. In accordance with the provisions of Rule 6(d) of the Federal Rules of Civil Procedure, three days for service will continue to be added to the deadline calculation.

Sealed Documents

Sealed documents in **completely sealed cases** are **not** to be filed electronically nor emailed to the court. They should be delivered to the Intake section of the Clerk's Office during normal business hours. **Do not place sealed documents in the overnight drop box at the 3rd Street and Constitution Avenue entrance to the courthouse.** The sealed material should include the original documents, copies for the judge, and PDF files on CD.

Note: As of May 2013, attorneys are permitted to file sealed documents in **otherwise unsealed cases**. Please refer to our website (<http://www.dcd.uscourts.gov/dcd/ECFCR>) for more detailed information.

How to File if ECF is Out of Service

If ECF is out of service or unavailable, email the court at dcd_cmecf@dcd.uscourts.gov (civil) or dcd_cmecf_cr@dcd.uscourts.gov (criminal) with your document(s) attached as a PDF file. You may also file your pleading in person at the Clerk's Office with a CD containing a PDF file of your document.

PACER Billing


When the **Review Billing History** option is selected under [Utilities], a new browser window will open outside of ECF (Figure 47A). From this screen the user will be able to specify one or more courts for which data should be reported. It also provides a wider range of billing data (up to 24 months old). A message inside the *Date Range* box provides a specific range of dates for which transactions are available. The court from which the PACER user logged in is selected by default.

Figure 47A

The screenshot shows the PACER Billing History Report interface. At the top left is the PACER logo with a mouse cursor pointing to it. The title "Billing History Report" is in red. Below the title, the user information "User: oc0520 - Oca/Td" is displayed. The interface is divided into several sections: "Courts" with radio buttons for "All Courts" and "Other Court" (selected), and a dropdown menu showing "Arizona Test Bankruptcy"; "Sort Order" with radio buttons for "Date" (selected), "Client Code", "Court / Date", and "Court / Client Code"; "Display" with radio buttons for "Details" (selected) and "Summary"; and "View" with radio buttons for "Formatted Report" (selected) and "Download Report". The "Date Range" section has radio buttons for "Today" (selected), "this Week", "this Month", "this Quarter", and "other date range:", with two date input fields below. A message "Transactions available: 03/01/2007 to current" is displayed. At the bottom right are three buttons: "Run Report", "Clear", and "Close".

Data is retrieved from the central billing transaction database and formatted according to the options selected by the user (Figure 47B, page 46).

Figure 47B



New Report

Billing History Report
Detailed Transaction Report by Date
Arizona Test Bankruptcy
for the day 11/1/2007

Thu Nov 1 08:56:18 2007
User: cc0520 - OcaTd

| Date | Time | Pages | Court | Client Code | Description | Search |
|--------------------|----------|---------|-------|-------------|-------------|----------------|
| 11/01/2007 | 09:54:14 | 1 | AZTC | abc,456 | Search | LName: Goodman |
| | 09:54:24 | 11 | AZTC | abc,456 | Search | LName: Goodman |
| Subtotal | | 12 | pages | | | |
| | | \$ 0.96 | | | | |
| Grand Total | | 12 | pages | | | |
| | | \$ 0.96 | | | | |

Transactions for other months are available through the **Review Transaction History** option within the **Account Information** section of the PACER Service Center (PSC) site (Figure 47C).

Figure 47C

Review Transaction History

PACER User: ao0581 Aousc
Date: Wednesday June 20, 2007

Transaction details are archived on this web site for a maximum period of 24 months.

***Specify Court**

***Specify Client Code**

Transactions between: and

Sort Options: ☒ Court / Date
 ☐ Court/Search Criteria/Date
 ☐ Client code / Date

Display Options: ☒ Details
 ☐ Summed Details
 ☐ Totals Only

Report Options: ☒ Display Report in Text Format
 ☐ Write Transactions to a Text File
 ☐ Show Transaction File Layout

NOTE: This utility gives subtotals by court/client code for your convenience only. If you have dial-up transactions in the time frame specified above, when calculating your total due, your total time is rounded after adding the time for ALL transactions. Twenty-nine seconds and below is rounded down. Thirty seconds and above is rounded up. For this reason, the client/court subtotals given may not add up to exactly the account total.

* These fields are optional. You can enter data in one or both of these fields to limit the transactions selected. If you do not specify a court or client code, all transactions for the specified time frame will be processed.

In the finished report, duplicate and zero-page transactions will have been removed, so that it will correspond to the statement the user receives at the end of the quarter.

ATTACHMENTS

- ATTORNEY CHECKLIST FOR FILING
- CRIMINAL DOCKETING EVENTS
- CIVIL DOCKETING EVENTS
- ECF PARTICIPANT REGISTRATION FORM
- NOTICE REGARDING SEALED MATERIAL
- NOTICE REGARDING EXHIBIT
ATTACHMENT
- ECF PRIVACY NOTICES

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA



**CHECKLIST FOR ATTORNEYS
USING THE ECF SYSTEM*****

PREPARING THE DOCUMENT - Please make sure:

- The document is named in accordance with the Court's approved dictionary/event list.
- The signature line contains "/s/ Attorney's Typed Name."
- A filing by a *pro hac vice* attorney also has the name of local counsel with "/s/ Attorney's Typed Name" for **both** attorneys.
- A motion, points and authorities, statement of material facts, and certificate of service, if one is filed, is **one** PDF File.
- Personal identifiers (*i.e. Social Security Numbers, etc.*) are not included in the document.
- Combined exhibits or separate exhibits totaling up to 1500 pages must be scanned and filed electronically.
- The correct case number, judge's initials, and caption are on the document.
- A Notice of Filing accompanies large documents which are filed in paper format, pursuant to LCvR 5.4(e)(1).
- Notices of Appeal can be filed in paper (cash, check or credit card) or electronically (credit card only). If submitted in paper, please also include a PDF version on a disk or CD.
- A sealed document being filed in an otherwise public/non-sealed case should be filed electronically in ECF. All other sealed documents shall be submitted to the Clerk's Office in paper and accompanied by a PDF version on disk.
- A sealed document is not emailed to the Clerk's Office, nor deposited in the overnight drop box. Any sealed document filed in paper must be submitted to the Intake Section of the Clerk's Office **during normal business hours**.

CREATING THE PDF DOCUMENT - Please make sure:

- If the document has been created using a word processing application, it must be converted to PDF format instead of printed and scanned to PDF. Scanning is limited to exhibits.
- The PDF file is not more than 10MB in size (approximately 60-70 pages per scanned document).
- The PDF is scanned at 250-300 dpi (dots per inch) and in **black and white only**.
- Large exhibits are broken down into sections (*i.e., Exhibit 1-Part A, Exhibit 1-Part B, etc.*).
- The PDF file is formatted properly and is legible with no missing pages. All pages are in order and right- side up.
- The proposed order is a separate PDF file and is filed as an attachment to the main document. The main pleading is a separate document from any attachments, with each exhibit as an additional PDF.

ELECTRONICALLY FILING THE DOCUMENT - Please make sure:

- The name of the attorney logged into ECF must **match the attorney's name on the signature line**.
- The correct case number and caption is entered and verified at the top of the screen.
- To choose the most accurate/appropriate event from the menus provided. **Please, no guessing on the event.**

ELECTRONICALLY FILING THE DOCUMENT (Continued) - Please make sure:

- If asked to create an association between the attorney and party, do so whenever appropriate. **NOTE:** Designation as “Lead” counsel is optional.
- If filing a multi-part motion, select ALL appropriate reliefs by clicking on each one on the motions menu (i.e. dismiss, summary judgment, etc.).
- The event “*Response to any document*” is only be used when the document you are trying to respond to is missing from the docket, or is not a motion.
- If filing a combination document (i.e. motion and opposition, or opposition and reply), be sure to make one separate entry for each part of your pleading.
- If filing a notice of appearance, file a separate notice for each attorney, using each attorney’s ECF login and password.
- When filing a motion for leave to file a document, the subject document is to be filed as an electronic attachment to the motion, not as a separate docket entry.
- Exhibits, affidavits, and proposed orders are filed as attachments to the main document, and properly described in the description box.
- If given the opportunity to create a link to an existing document, do so, if appropriate. Rule of thumb: the docket text should accurately reflect the title of the pleading being filed.
- If the optional text box in the body of the entry is used, make sure the information added is descriptive, brief, and not redundant of the automatic text already generated by the ECF system.
- When presented with the question “Do you want to spread text?” while docketing to a consolidated case, choose “Yes” if counsel has been instructed by the Judge in the case to spread the text to all member cases. Otherwise, choose “No.”
- If filing a notice of change of address, be sure to also go to the Utilities menu (*blue menu bar at the top of the screen*) to make the necessary updates on the “**Maintain Your Address**” screen.
- When docketing a proposed order as an attachment, select “**Text of Proposed Order**” from the **Category** drop-down menu.

ADDITIONAL CHECKLIST ITEMS FOR CRIMINAL CASES - Please make sure:

- The event “*Response to any document*” is used when responding to a Sentencing Memorandum.
- Notices of Appeal and Docketing Statements can be filed in paper (cash, check or credit card) or electronically (credit card only). If submitted in paper, please include a PDF version on a disk or CD.
- A sealed document being filed in an otherwise public/non-sealed case should be filed electronically in ECF. All other sealed documents shall be submitted to the Clerk’s Office in paper and accompanied by a PDF version on disk.
- Sealed documents that are submitted in paper are signed, have a certificate of service, and are accompanied by a disk or CD.
- Ex parte documents are signed, are submitted in paper, and are accompanied by a disk or CD.
- The criminal Attorney Appearance form indicates whether the attorney is CJA, retained, or pro hac vice.
- In a multi-defendant case, the defendant’s case number on the pleading includes the defendant number for whom the document pertains.
- In a multi-defendant case, select **only** the docket of the defendant(s) to which the document pertains.

Revised: March 2014

CRIMINAL DOCKETING EVENTS

Motions and Related Filings

Motions

404(b) Evidence
Access
Acquittal
Alter Judgment
Amend/Correct
Appear
Appear Pro Hac Vice
Appear in Lineup
Appoint Counsel
Appoint Expert
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Certify
Change Venue
Clarify
Commit Defendant to Custody of Attorney General
Compel
Consolidate Cases
Continue
Coram Nobis
DNA Testing-18USC3600
Declaration of Mistrial
Deferral of Prosecution
Directed Verdict
Disclosure
Discovery
Dismiss Case
Dismiss Count(s)
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Early Termination of Probation/Supervised Release
Exclude
Exculpatory Evidence
Expedite
Expunge
Extension of Time re Transcript
Extension of Time to
Extension of Time to File Document
Extension of Time to File Response/Reply
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeiture of Property
Handwriting Exemplars
Hearing
Heightened Supervision Program
Identity of Informant
In Limine
Inspect
Intensive Supervision Program
Issuance of Warrant in rem
Joinder
Judgment NOV

Motions (continued)

Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify
Modify Conditions of Relief
New Trial
Observation and Study
Order
Order of Competency to Stand Trial
Permit
Placement in High Intensity Supervision Program
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Redact Transcript
Reduce Sentence
Reduce Sentence re Crack Cocaine Offense – 18:3582
Release of Bond Obligation
Release from Custody
Release of Funds
Remand
Remand to State Court
Resentence
Return of Cash Deposit
Return of Passport
Return of Property/PostTrial
Return of Property/PreTrial
Return of Surety
Review
Revoke
Routine Processing
Rule
Rule 33 (New Trial)
Rule 34 (Arrest of Judgment)
Rule 35(a) Correcting Clear Error
Rule 36 to Correct Clerical Error
Sanctions
Separate Trial on Counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever Count(s)
Sever Defendant
Show Cause
Special Appearance
Speedy Trial
Standing Order
Strike

Motions (continued)

- Substitute
- Substitute Attorney
- Suppress
- Take Deposition
- Temporary Detention
- Travel
- Upward Departure
- Vacate
- Vacate (2254)
- Victim Rights
- Voluntary Surrender
- Waiver
- Warrant
- Withdraw Document
- Withdraw Plea of Guilty
- Withdraw Plea Nolo Contendere
- Withdraw of Attorney
- Writ
- Writ of Habeas Corpus ad prosequendum
- Writ of Habeas Corpus ad testificandum

Responses and Replies

- 1 – Exparte Docket Entry AND Document – to be used
ONLY in conjunction with other selection
- 1-Exparte Document-use ONLY with other selection
- Memorandum in Opposition
- Reply in Support
- Reply to (non-motion) Document
- Reply to Opposition
- Response to (non-motion) Document
- Response to Order of the Court
- Response to motion
- Supplement to any document

Other Filings

Discovery Documents (ONLY if ordered by the Court)

- Notice of Insanity Defense
- Notice of Intent to Use Evidence
- Withdrawal of Insanity Defense

Notices

- Amicus Curiae Appearance
- Attorney Appearance Pro Bono
- Notice (Other)
- Notice of Attorney Appearance-Defendant
- Notice of Attorney Appearance-USA
- Notice of Change of Address for Attorney
- Notice of Filing Redacted Document
- Notice of Filing Trial Exhibits Introduced Into Evidence
- Notice of Intent to Seek the Death Penalty
- Notice of Proposed Order
- Notice of Proposed Order of Forfeiture
- Notice of Related Case
- Notice of Substitution of Counsel

Trial Documents

- Exhibit List
- Proposed Jury Instructions
- Proposed Voir Dire
- Request for Special Findings of Fact
- Statement of Case
- Stipulation to Jury
- Trial Brief
- Witness List

Appeal Documents

- Appeal of Magistrate Judge Decision to District Court
- Notice of Appeal – Final Judgment
- Notice of Appeal – Interlocutory
- Notice of Docketing Appeal from Magistrate Judge Decision

Other Documents

- Application for Writ of Habeas Corpus ad Testificandum
- Certificate from the Recorder of Deeds
- Corporate Disclosure Statement
- Errata
- Information to Establish Prior Conviction
- Large Additional Attachment(s)
- Objection to Report and Recommendation
- Preliminary Statement
- Pretrial Memorandum
- Probation Request for Course of Action (Probation Use Only)
- Probation Termination (Probation Use Only)
- Receipt
- Redacted Document
- Redaction Index
- Response to Order to Show Cause
- Sentencing Memorandum
- Statement of Facts in Support of Plea Agreement
- Statement of Offense
- Status Report
- Stipulation
- Suggestion of Death
- Transcript Redaction Request
- Withdrawal of Motion

Partially Sealed Criminal Cases

Sealed Entries for Partially Sealed Cases

- Sealed Document
- Sealed Motion
- Sealed Motion for Leave to File Document Under Seal
- Sealed Opposition

CIVIL DOCKETING EVENTS

Case Opening - Attorney

[Open a Civil Case](#)

Initial Pleadings and Service

[Complaints and Other Initiating Documents](#)

- Amended Complaint
- Civil Cover Sheet
- Complaint
- Counterclaim
- Crossclaim
- Notice of Removal
- Petition to Confirm Arbitration Award
- Petition to Vacate Arbitration Award
- Request for Summons to Issue
- Third Party Complaint

[Service of Process](#)

- Request for Waiver of Service
- Service by Publication
- Summons Returned Executed as to DC Attorney General
- Summons Returned Executed as to DC Government Defendant
- Summons Returned Executed as to Federal Defendant
- Summons Returned Executed as to Foreign State/Agency
- Summons Returned Executed as to Mayor for DC
- Summons Returned Executed as to U.S. Attorney General
- Summons Returned Executed as to U.S. Attorney
- Summons Returned Executed in FOIA Case as to U.S. Attorney
- Summons Returned Unexecuted
- Summons Returned as to Private Individual or Business
- Summons/Conservation Returned Executed for U.S. Attorney
- Waiver of Service
- Warrant for Arrest In Rem Returned Executed
- Writ Executed
- Writ Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

[Answers to Complaints, or Crossclaim/Counterclaim, 3rd Party Complaint](#)

[Other Answers](#)

- Answer to Writ of Garnishment
- Claim

Motions and Related Filings

[Motions](#)

- 1 – Exparte Docket Entry AND Document – to be used ONLY in conjunction with other selection
- 1 – Exparte Document – to be used ONLY in conjunction with other selection
- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear
- Appear Pro Hac Vice
- Appoint Counsel
- Appoint Custodian

[Motions \(continued\)](#)

- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Appoint Receiver
- Appointment of Commissioner and Issuance of Letters Rogatory
- Approve Consent Judgment
- Attorney Fees
- Bifurcate
- Bill of Costs
- Bill of Particulars
- Bond
- Briefing Schedule
- CM/ECF Password
- Certificate of Appealability
- Certification of Interlocutory Appeal
- Certify Class
- Change Venue
- Clarify
- Compel
- Condemnation
- Confirm
- Consolidate Cases
- Continue
- Declaration of Mistrial
- Declaratory Judgment
- Default Judgment
- Deposit Funds
- Directed Verdict
- Disbursement of Funds
- Disclosure
- Discovery
- Dismiss
- Dismiss Case as Frivolous
- Dismiss/Lack of Jurisdiction
- Dismiss/Lack of Prosecution
- Disqualify Counsel
- Disqualify Judge
- Disqualify Juror
- Enforce
- Enforce IRS Summons
- Enforce Judgment
- Entry of Default
- Entry of Final Judgment
- Expedite
- Extension of Time re Transcript
- Extension of Time to
- Extension of Time to Amend
- Extension of Time to Complete Discovery
- Extension of Time to Complete Mediation
- Extension of Time to File Answer
- Extension of Time to File Document
- Extension of Time to File Response/Reply
- File Excess Pages
- Forfeiture of Property
- Hearing
- Hold in Abeyance
- In Limine
- Installment Payment Order
- Intervene
- Issuance of Warrant in rem
- Issue Summons
- Joinder

Motions (continued)

Judgment
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54b
Leave to Appeal
Leave to File document
Letters Rogatory
Lift Stay
Limited Admission
Mediation
Miscellaneous Relief
Modify
More Definite Statement
Motion for Order
Motion to File Notice of Inventory
New Trial
Order of Sale
Partial Summary Judgment
Permanent Injunction
Permit
Preliminary Injunction
Proceed In Forma Pauperis
Produce
Prohibit Bank
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Redact Transcript
Refund of Fees Paid Electronically
Release of Bond Obligation
Release of Funds
Relief from Judgment
Remand
Remand to Agency
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Return of Property
Sanctions
Scheduling Order
Seal Case
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Show Cause
Stay
Strike
Substitute
Substitute Party
Summary Judgment
Suppress
Take Deposition
Take Judicial Notice
Taxation of Costs
Temporary Restraining Order

Motions (continued)

Three-Judge Court
Transfer Case
Trial
Unseal Case
Unseal Document
Vacate
Vaughn Index
Waiver
Warrant in rem
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Oppositions and Replies

1 – Ex parte Docket Entry AND Document – to be used
ONLY in conjunction with other selection
1 – Ex parte Document – to be used ONLY in
conjunction with other selection
Memorandum in opposition to motion
Objection to Report and Recommendations
Reply to (non-motion) Document
Reply to opposition to motion
Response to (non-motion) Document
Response to Order of Court
Response to Petition for Habeas Corpus
Response to motion
Supplemental Memorandum
Surreply (**only when leave of court is granted**)

Other Filings

Discovery Documents (only if ordered by the Court)

Answer to Interrogatories
Deposition
Interrogatories Propounded
Notice to Take Deposition
Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices

LCvR 7.1 Certificate of Disclosure – Corporate
Affiliations/Financial Interests
Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Change of Address
Notice of Filing Redacted Document
Notice of Inclusion of Class Action Members
Notice of Lis Pendens
Notice of Proposed Order
Notice of Related Case
Notice of Settlement
Notice of Substitution of Counsel
Notice of Supplemental Authority
Notice of Voluntary Dismissal
Notice of Voluntary Dismissal/Party
Notice of Withdrawal of Appearance
Notice of Withdrawal of Motion

Trial Documents

Exhibit List
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Voir Dire
Trial Brief
Witness List

Appeal Documents

Amended Notice of Appeal
Appeal of Magistrate Judge Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Notice of Appeal to DC Circuit
Notice of Appeal to Federal Circuit
Notice of Cross Appeal
Notice of Interlocutory Appeal

Other Documents

Administrative Record
Affidavit
Affidavit Requesting Foreign Mailing
Affidavit for Default
Amicus Curiae Appearance
Application for Amended Pen Register
Application for Continuing Garnishment
Application for Ex Parte Order to Disclose Tax Info
Application for Extension of Geolocation Feature
Application for Extension of Pen Register
Application for Order pursuant to 18 U.S.C. 2703(d)
Application for Stay of Execution
Application for Writ
Attorney Membership Renewal Fees (Use in Case 1:11-mc-9999 Only!)
Bill of Costs
Certificate from the Recorder of Deeds
Certificate of Service
Civil Statement
Competitive Impact Statement
Consent and Undertaking
Consent to the filing of an Amended Complaint
Corporate Disclosure Statement
Errata
Jury Demand
Large Additional Attachment(s)
Meet and Confer Statement
Memorandum
Military Affidavit
Notice of Tunney Act Requirements
Objections to Answers to Writs
Periodic Report
Pretrial Statement
Redacted Document
Redaction Index
Report Regarding Copyright
Report Regarding Patent & Trademark
Response to Order to Show Cause
Response to Public Comments in Antitrust Case
Rule 26a1 Statement
Rule 26a2 Statement
Rule 26a3 Statement
Rule 26b4 Statement
Satisfaction of Judgment
Status Report
Stipulation
Stipulation of Dismissal

Other Documents (continued)

Stipulation of Dismissal of Bankruptcy Appeal
Suggestion of Bankruptcy
Suggestion of Death
Transcript Redaction Request
Vaughn Index
Withdrawal of Motion

Partially Sealed Criminal Cases

Sealed Entries for Partially Sealed Cases

Sealed Document
Sealed Motion
Sealed Motion for Leave to File Document Under Seal
Sealed Opposition
Sealed Reply

United States District Court For The District of Columbia

ELECTRONIC CASE FILES ATTORNEY/PARTICIPANT REGISTRATION FORM

LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Files system.

The following information is required for registration:

If you are appointed pro bono or pro hac vice, please provide the case number:

First Name/Middle Initial/Last Name: _____

Last four digits of Social Security Number: _____

DC Bar ID#: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the ***U.S. District Court for the District of Columbia***. It may be used to file and view electronic documents, docket sheets, and notices. Please visit the Court's ECF Internet Website to schedule training.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the

attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete that password from the electronic filing system and issue a new password.

3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.
4. Upon receipt of your login and password, you are strongly encouraged to change your password, which may be done through the Utilities function, to a name easily recalled. You may be subjected to a fee, should the Clerk's Office have to create a new password for you, or alternatively, you may be required to appear in person to receive your new password.
5. Attorneys must be active members of the bar of this Court, or government attorneys who are employed or retained by the United States, or who have been permitted to proceed pro hac vice, must file pleadings electronically.
6. Whenever a filer's e-mail address changes, the user agrees to update their ECF profile to show the new e-mail address. The system is robust enough to permit counsel to change their own e-mail address within the ECF System. Effective December 9, 2008, pursuant the directions from the Court's Information Technology Committee, the Clerk's Office will no longer monitor bounced e-mails.
7. Login & Passwords will be issued within 48 business hours of being received in the Clerk's Office.

Please return this form via E-mail: ecf_login@dcd.uscourts.gov
Fax: Files & Intake (202) 354-3524
or Mail: U.S. District Court for the District of Columbia
Attn: Attorney Admissions
333 Constitution Avenue NW, Room 1225
Washington, DC 20001

Applicant's Signature: _____

Full Last Name

Initial of First Name

Last 4 Digits SS#

SAMPLE F O R M A T

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

| | | |
|---------------|---|----------------|
| _____ |) | |
| |) | |
| Plaintiff(s), |) | |
| |) | |
| vs. |) | Case No. _____ |
| |) | |
| _____ |) | |
| |) | |
| Defendant(s). |) | |

NOTICE REGARDING FILING OF SEALED MATERIAL

Notice is given that a Sealed Attachment was filed in paper format with the Court.

This document is not available for public viewing.

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

SAMPLE FORMAT

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

| | | |
|---------------|---|----------------|
| _____ |) | |
| |) | |
| Plaintiff(s), |) | |
| |) | |
| vs. |) | Case No. _____ |
| |) | |
| _____ |) | |
| |) | |
| Defendant(s). |) | |

NOTICE REGARDING BULKY EXHIBIT ATTACHMENT

Exhibit _____, which is an attachment to _____, is in paper form only and is being maintained in the case file in the Clerk's Office. These documents will be available for public viewing and copying between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday.

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

**NOTICE REGARDING PRIVACY AND PUBLIC
ACCESS TO ELECTRONIC CIVIL CASE FILES**

The United States District Court for the District of Columbia is an electronic case management court (CM/ECF) which has been accepting electronically filed pleadings and making the content of these pleadings available on the court's Internet website. Any subscriber to PACER will be able to read, download, store and print the full content of electronically filed documents.

In compliance with the Judicial Conference of the United States, and the E-Government Act of 2002, as amended, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

- 1) **Social Security Numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- 2) **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- 3) **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
- 4) **Financial Account Information.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

In compliance with the E-Government Act of 2002, as amended in August 2004, a party wishing to file a document containing the personal data identifiers listed above may:

- (a) file an unredacted version of the document under seal. This document shall be retained by the court as part of the record, or
- (b) file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as a matter of right. It shall be retained by the court as part of the record.

The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

Exercise caution when filing documents that contain the following information and consider accompanying such filings with a motion to seal.:

- 1) any personal identifying number, such as a driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information;
- 5) proprietary or trade secret information;.

If the Court seals a document after it has already been included in the public file, the Clerk shall restrict viewing of the document from both the electronic and paper files as soon as the order sealing the document is entered.

The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

September 2004

* Although not addressed in this civil privacy notice, it is important to redact such information relating to national security information.

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

**NOTICE REGARDING PRIVACY AND PUBLIC
ACCESS TO ELECTRONIC CRIMINAL CASE FILES**

The United States District Court for the District of Columbia is an electronic case management court (CM/ECF) and will be accepting electronically filed criminal pleadings and making the content of these pleadings available on the court's Internet website in the near future. Any subscriber to PACER will be able to read, download, store and print the full content of electronically filed documents.

In compliance with the Judicial Conference of the United States, and the E-Government Act of 2002, as amended, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

- 1) **Social Security Numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- 2) **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- 3) **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
- 4) **Financial Account Information.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
- 5) **Home Address of an individual.** If home address is in the pleading, only use city and state.

In compliance with the E-Government Act of 2002, as amended in August 2004, a party wishing to file a document containing the personal data identifiers listed above may:

- (a) file an unredacted version of the document under seal. This document shall be retained by the court as part of the record. or
- (b) file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as a matter of right. It shall be retained by the court as part of the record.

The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

Exercise caution when filing documents that contain the following information and consider accompanying such filings with a motion to seal.:

- 1) any personal identifying number, such as a driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information;
- 5) proprietary or trade secret information;.
- 6) information regarding an individual's cooperation with the government;
- 7) information regarding the victim of any criminal activity;
- 8) national security information; and
- 9) sensitive security information as described in 49 U.S.C. Section 114(s).

The following documents shall not be included in the public case file and should not be made available to the public at the courthouse or via remote electronic access:

- unexecuted summons or warrants of any kind (e.g. search warrants, arrest warrants);
- pretrial bail or presentence investigation reports;
- statement of reasons in the judgment of conviction;
- juvenile records;
- documents containing identifying information about jurors or potential jurors;
- financial affidavits filed in seeking representation pursuant to the Criminal Justice Act;
- ex parte request for authorization of investigative, expert or other services pursuant to the Criminal Justice Act;
- sealed documents (e.g. motions for downward departure for substantial assistance, plea agreements indicating cooperation); and

If the Court seals a document after it has already been included in the public file, the Clerk shall restrict viewing of the document from both the electronic and paper files as soon as the order sealing the document is entered.

The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk will not review each pleading for compliance with this rule.

September 2004